

COMPANY NAME

\$ Project Name \$ Scope Document

To complete this document replace the variable (blue) information with the correct information for your project, then change the font color to 'automatic.' Help text (red) is provided for assistance and must be deleted before publishing the document. **Do not delete any sections of this template.** If a section does not apply, mark the section, "Not Applicable."

Revision History (Template)

Use this Revision History for revisions to the Scope Template and complete the table below as indicated. When the Scope Document is being prepared, delete this page.

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	Flo Samuels	Initial Release.

COMPANY NAME

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Revision History (Scope Document)

Use this Revision History for revisions to the Scope document and changes in Scope. Complete the table below as indicated.

Document Version	Revision Date	Originator	Revision Description
1.0	xx-xx-20xx	Originator's name	Initial Release

\$ Project Name \$ Scope Document

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1. Project Initiation

1.1. Executive Sponsor

Enter Name of Executive Sponsor. (Who is paying for this project?)

1.2. Business Sponsor

Enter Name of Business Owner. (Who is benefiting from the project?)

1.3. Business Case Summary

Summarize the business case within two paragraphs.

2. Initial Scope Document

2.1. Project / Executive Summary

Write a brief statement describing the type of project being proposed, e.g. new opportunity, major enhancement, etc. With one to two paragraphs, outline the purpose and rationale for justification of project.

2.2. Overview and Background

Provide general background or history information related to and supporting this request.

2.3. Project Scope

State the project's business objectives and expected results in one or two paragraphs and include a definition of what is to be accomplished within the scope of this project.

2.4. Expected Benefits

Outline the basic benefits associated with the completion of this project.

3. High Level Description of Scope Items

3.1. Scope Item

Type a brief requirement description and the appropriate category.

3.2. Scope Item

Type a brief requirement description and the appropriate category.

3.3. Scope Item

Type a brief requirement description and the appropriate category.

3.4. Scope Item

Type a brief requirement description and the appropriate category.