

Project Scope Statement

Project Name:	<i>[Enter project name]</i>
Date:	<i>[MM/DD/YYYY]</i>
Version:	<i>[1.0]</i>

1. PROJECT JUSTIFICATION

Why is this project being undertaken?

[Describe the business need, community problem, or regulatory requirement driving this project]

2. PROJECT OBJECTIVES (SMART)

What specific, measurable outcomes will this project achieve?

1. *[Specific, Measurable, Achievable, Relevant, Time-bound objective]*
- 2.
- 3.

3. PRODUCT SCOPE - MAJOR DELIVERABLES

Deliverable	Description	Acceptance Criteria

4. IN-SCOPE WORK ELEMENTS

[List all work that IS included in this project]

- Environmental review and permitting
- Engineering design and specifications
- Procurement and contracting
- Construction and installation
- Inspection and testing
- Project closeout and documentation

5. EXPLICIT EXCLUSIONS (Out of Scope)

Important: Clearly stating exclusions prevents scope creep and misunderstandings.

[List items explicitly NOT included in this project]

- 1.
- 2.
- 3.

6. PROJECT CONSTRAINTS

Budget	<i>[Total budget, funding source limitations, match requirements]</i>
Schedule	<i>[Grant expenditure deadline, seasonal restrictions, permit timelines]</i>
Regulatory	<i>[Environmental permits, building codes, federal requirements]</i>
Resources	<i>[Staff availability, contractor availability, equipment limitations]</i>

7. PROJECT ASSUMPTIONS

[List factors assumed to be true for project planning]

1. Funding will be available as scheduled
2. Environmental review will not identify significant issues
- 3.

8. SCOPE CHANGE PROCESS

⚠ FOR FEDERALLY-FUNDED PROJECTS:

- Any change to scope, budget, or schedule requires **PRIOR APPROVAL** from the funding agency
- Submit change requests in writing with justification
- **DO NOT** proceed with changes until written approval is received

9. APPROVAL SIGNATURES

Role	Signature	Date
Project Manager		
Project Sponsor		
Authorized Official		