**Project Scope Template**

**Project Title:** [Provide a clear and concise project title]

**Project Overview:** [Give a brief description of the project and its objectives. Highlight the problem it aims to solve or the opportunity it seeks to leverage.]

**Project Goals:** [List the high-level goals or objectives of the project. What do you intend to achieve by the end of the project?]

| **Deliverables** | | |
| --- | --- | --- |
|
| Deliverable | Description | Deadline |
| [Deliverable 1] | [Description of the deliverable] | [Deadline] |
| [Deliverable 2] | [Description of the deliverable] | [Deadline] |
| ... | ... | ... |

**Scope Inclusions**: [List the features, functions, or aspects of the project that will be included in the scope.]

**Scope Exclusions:** [List any features, functions, or aspects that will not be included in the scope of this project.]

| Project Tasks | | | | |
| --- | --- | --- | --- | --- |
|
| Task | Description | Start Date | End Date | Assigned To |
| [Task 1] | [Description of the task] | [Start Date] | [End Date] | [Assigned To] |
| [Task 2] | [Description of the task] | [Start Date] | [End Date] | [Assigned To] |
| ... | ... | ... | ... | ... |

| Milestones | | |
| --- | --- | --- |
|
| Milestone | Description | Expected Completion Date |
| [Milestone 1] | [Description of the milestone] | [Expected Date] |
| [Milestone 2] | [Description of the milestone] | [Expected Date] |
| ... | ... | ... |

**Assumptions**: [List any assumptions made during project planning that could impact the scope or outcome.]

**Risks and Mitigation Strategies:** [List potential risks to the project's success and the strategies planned to mitigate them.]

**Project Stakeholders**: [List the individuals or groups involved in or affected by the project.]

**Project Budget**: [Provide an estimate of the project budget, if applicable.]

**Approval**: [Specify who needs to approve the project scope before moving forward.]

**Project Manager:** [Name of the person responsible for managing the project.]