# Project Scoping Checklist

A *scope statement* is a written confirmation of the results the project will produce and the constraints and assumptions under which the project team will work. It’s important that the people who requested the project and the project team agree to all terms in the scope statement before actual project work begins.

An effective scope statement typically includes the following information:

* **Justification** – A brief statement regarding the organizational needs your project addresses.
* **Product/Output description** – The characteristics of the product(s), services, and/or results your project will produce.
* **Acceptance criteria** – The conditions that must be met before project deliverables are accepted.
* **Objectives** or **Deliverables** – The products, services, and/or results your project will produce.
* **Project exclusions** – Statements about what is out-of-scope, what the project will NOT accomplish or produce.
* **Constraints** – Descriptions of any restrictions that are likely to limit what you can achieve, how and when you can achieve it, and how much achieving it can cost.
* **Assumptions** – Statements about how you will address uncertain information as you conceive, plan, and perform your project.

Source: Adapted from Stan Portny’s, *Project Management –*

*What to Include in a Project Scope Statement*