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1. DOCUMENT IDENTIFICATION

Project name

Project code / ID

Related charter ID

Sponsor (name, title)

Project manager

Document version

Date issued

Distribution list

2. PROJECT DESCRIPTION

Summarise the project context, what it will produce, and the business need it addresses. Reference the charter.

2.1 Product description

Describe the product, service, or result — its characteristics and intended users.

3. PRODUCT SCOPE — REQUIREMENTS

Capture the functional and non-functional requirements that define the product. Use stable IDs (REQ-001...) that will be referenced by design, test, and deliverable artifacts.

Req ID	Requirement	Type	Priority

Project Scope Statement

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Req ID	Requirement	Type	Priority

4. PROJECT SCOPE — WORK TO BE PERFORMED

Describe the work packages and activities the team will perform to deliver the product scope.

#	Work package / activity	Output	Owner
1			
2			
3			
4			
5			
6			
7			

5. DELIVERABLES AND ACCEPTANCE CRITERIA

#	Deliverable	Acceptance criteria	Verified by	Due
1				
2				
3				
4				
5				
6				
7				

6. EXPLICIT OUT OF SCOPE

Anything that stakeholders could reasonably assume is included but is NOT. Be specific — each item should be defensible in a change-control conversation.

#	Item excluded from this project	Rationale	Handled by
1			
2			
3			

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#	Item excluded from this project	Rationale	Handled by
4			
5			
6			

7. EXCLUSIONS, ASSUMPTIONS, AND CONSTRAINTS

7.1 Exclusions (technical / regulatory)

7.2 Assumptions

#	Assumption	Validated by / on
1		
2		
3		
4		
5		

7.3 Constraints

#	Constraint	Type (time/cost/scope/quality/resource)
1		
2		
3		
4		
5		

8. SCOPE BOUNDARIES AND INTERFACES

Identify the systems, projects, and teams on the other side of this project's scope boundary and how they interact.

#	Interface / upstream or downstream system	Direction	Owner	Agreement ref.
1				
2				

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#	Interface / upstream or downstream system	Direction	Owner	Agreement ref.
3				
4				
5				

9. ACCEPTANCE CRITERIA AND VERIFICATION APPROACH

9.1 Project-level acceptance criteria

9.2 Verification approach

How each deliverable will be verified: inspection, test, demonstration, or analysis; who signs off; where evidence is stored.

Deliverable ID	Method	Evidence location	Sign-off by

10. REQUIREMENTS TRACEABILITY MATRIX (EXTRACT)

Map requirements to their design artifact, test case, and the deliverable that realises them.

Req ID	Requirement (short)	Design artifact	Test case	Deliverable

APPROVALS

Project Scope Statement

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Sponsor

Signature

Date

Business Analyst Lead

Signature

Date

Project Manager

Signature

Date

Quality / Test Lead

Signature

Date

