UC MERCED

Project Scope Statement

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
Sponsor:	**Business Unit:**	**Project Type:**	
		☐ Standard ☐ Complex	

Project Scope Statement Document Description	The Project Scope Statement is the description of the project scope, major deliverables, assumptions, and constraints. The project scope statement documents the entire scope, including project and product scope. It describes in detail the projects deliverables and the work required to create those deliverables. IT also provides a common understanding of the project scope among project stakeholders. It provides the baseline for evaluating whether requests for changes or additional work are contained within our outside the projects boundaries. It expands on the earlier work done in the Project Charter and stablishes a common understanding of the project scope among project stakeholders.

Project Objective	*Information regarding the business need your project addresses.*

Detailed Project Scope	*Describe in detail the project deliverables that are included and excluded.*
In Scope	
Out of Scope	

Project Acceptance Criteria	*Acceptance criteria is the set of conditions that must be met before the project and can move from execution to closing.*
Project Constraints (Cost, Resources, Schedule, Security, Technical)	*A limiting factor that affects the execution of a project process. Specific internal or external restrictions or limitations associated with the project scope. For example a predefined budget or hard dates or schedule milestones, contractual provisions or lack of resources.*
Project Assumptions	*Any perceived or stated project assumptions and the potential impacts of those assumptions on the project if they prove to be false.*

By approving the Scope Statement, you are in agreement with the project scope as described herein.

*Sponsors/Additional Stakeholders	Name	Signature	Date
Executive Sponsor			
Project Sponsor			
Chief Information Officer (CIO)	Ann Kovalchick		
Deputy Chief Information Officer (DCIO)	Nick Dugan		
Project Director, OIT	Kent Carpenter		
Communications Officer	Christy Snyder		
Finance Officer	Ronnie Vasquez		
Procurement	Meagan Torres		
Project Manager / Coordinator			