# Project Scope Statement

**Purpose:** This document defines the boundaries, deliverables, and constraints of the project to ensure alignment among stakeholders and manage expectations throughout the project lifecycle.

## Project Overview

**Project Name:** {projectName}

**Project Manager:** {projectManager}

**Client/Stakeholder:** {stakeholderName}

**Project Start Date:** {startDate}

**Estimated Completion Date:** {endDate}

## Project Objectives

{projectObjectives}

## Scope Description

{scopeDescription}

## Deliverables

{#deliverables}

* **{title}:** {description}

{/deliverables}

## Exclusions

{#exclusions}

* {item}

{/exclusions}

## Constraints

{#constraints}

* {item}

{/constraints}

## Assumptions

{#assumptions}

* {item}

{/assumptions}

## Key Milestones

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Expected Date** | **Description** |
| {#milestones}{milestone} | {date} | {description}{/milestones} |

## Stakeholders

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Contact** |
| {#stakeholders}{name} | {role} | {contact}{/stakeholders} |

## Approval

**Prepared by:** {preparedBy}

**Date:** {preparedDate}

**Approved by:** {approvedBy}

**Date:** {approvedDate}