



Project scope template

A reusable template for defining project goals, deliverables, timelines, constraints and stakeholder expectations.

Project overview

Project name:

Project manager:

Stakeholders:

Start date:

Target completion date:

1. Project goals & objectives

Describe the purpose of the project and expected outcomes.

2. Project scope

In scope

Out of scope / exclusions

3. Deliverables

Deliverable	Description	Owner	Due date

4. Timeline & milestones

Milestone	Description	Target date
Project kickoff		
Midpoint review		
Final approval		
Launch / completion		

5. Project constraints

Examples: budget limitations, staffing constraints, deadlines or technology limitations.

6. Assumptions

7. Risks & mitigation plan

Risk	Impact	Mitigation plan

8. Communication plan

Audience	Communication type	Frequency	Owner
Stakeholders			
Team members			
Executives			

9. Approval standards

10. Change request process

11. Stakeholder sign-off

Name	Role	Signature	Date

Quick tips for preventing scope creep

- Define deliverables clearly from the beginning
- Document exclusions and limitations
- Establish a formal change request process
- Schedule regular project check-ins
- Keep stakeholders aligned on priorities