Project Scope Definition Outline

1. Project Name

Enter project name

2. Project Summary

Brief summary of the project

3. Objectives

List the main objectives

4. Deliverables

List key deliverables

5. In Scope

List what is included in the project scope

6. Out of Scope

List what is not included in the project scope

7. Assumptions

List key assumptions

8. Constraints

List any constraints

9. Stakeholders

List main stakeholders

10. Timeline

Key project milestones or timeline