

Consulting Project Scope Definition Template

Project Name

Enter project name

Client Name

Enter client name

Prepared By

Enter your name

Date

1. Project Background

Provide a brief background and context for the project

2. Objectives

List and describe the specific objectives of this consulting project

3. Scope of Work

Describe the scope of work including activities and deliverables

4. Deliverables

- Deliverable 1

- Deliverable 2

- Deliverable 3

5. Timeline

Summarize the project timeline and key milestones

6. Roles & Responsibilities

Define consulting and client team roles

7. Out of Scope

List activities and deliverables explicitly excluded from this project

8. Assumptions & Dependencies

Document key assumptions and dependencies

9. Approval

Client Approval Name / Signature

Enter client approver's name

Date