

# 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**