

Consulting Engagement Scope Definition Document

Client Name		Consultant/Team Name	
Engagement Title		Date	

1. Purpose and Objectives

2. Background

3. Scope of Work

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4. Deliverables

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5. Out of Scope

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6. Assumptions

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7. Roles & Responsibilities

Role	Responsibility	Assigned To

8. Timeline & Milestones

Milestone	Target Date

9. Approvals

Name	Role	Signature	Date