

Scoping Document

Project Details

Project Name:	Resource Requirements:
Project Leader:	
Date:	
Project Start Date:	
Estimated Completion Date:	
Team Members:	

Purpose	What do you want to accomplish?	Background	What led to this project proposal?
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Deliverables	A sampling of key deliverables	Key Milestone Dates
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Operations & Support	Product ownership, who is responsible for product maintenance & support
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Best Result	If you do take action.	
Worst Result	If you don't take action	

Approvals

Requested by:

Name:	Signature:
Approved by:	
Name:	Signature: