Project Management Foundations



with Bonnie Biafore

Project Name:

**Scope Statement**

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| **Project goal and objectives**  What the project is supposed to achieve. |
| **Project Boundaries**  Within scope: What is included in the project. Out of scope: What is excluded from the project. |
| **Project Deliverables**  The tangible items produced by the project. |
| **Success Criteria**  How you determine that the project and deliverables have been completed successfully. |
| **Project Assumptions**  Information that is not known at the time. |
| **Project Constraints**  Limitations such as time, budget, etc. |



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