**PROJECT SCOPE MEETING
AGENDA TEMPLATE**

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| PROJECT SCOPE MEETING |

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| --- |
| Online meeting outline  |

 |
| DATE | LOCATION |  |
| MM/DD/YY | Conference Room B |
| ATTENDEES |
| NAME | ROLE |
|  |  |
|  |  |
|  |  |
|  |  |
| PROJECT INFORMATION |  |  |
| PROJECT NO. | PROJECT NAME | DATE SUBMITTED |
|   |   |   |
|  |  |  |
| PROJECT OBJECTIVES | Describe the high-level goals of the project and how they relate to overall business objectives. |
| AGENDA ITEM 1. Project Deliverables |  |
| Please list all project deliverables and briefly describe each. Do not list dates. Add more rows as necessary. |  |
| DELIVERABLE NO. | DESCRIPTION |
| 1 |   |
| 2 |   |
| 3 |   |

|  |  |
| --- | --- |
| AGENDA ITEM 2. List of Project Tasks |  |
| Please list all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.  |
| Alternatively, you can attach your work breakdown structure (WBS) to the scope statement. | Work Breakdown Structure (WBS) Link *if applicable* | WBS Attached? |
|   | YES [ ] | NO [ ] |
|  |  |  |
| TASK NO. | DESCRIPTION | FOR DELIVERABLE NO. …ENTER TASK # |
| 1 |   |   |
| 2 |   |   |
| 3 |   |   |
| AGENDA ITEM 3. Out of Scope |  |
| Please list the deliverables or tasks that you will not complete or provide as outputs of this project. |  |
| This project **will NOT accomplish or include** the following: |   |
| AGENDA ITEM 4. Project Assumptions |  |
| Please list any project factors that you consider to be true, real, or certain. Assumptions generally involve a certain degree of risk. |
| NO. | ASSUMPTION |
| 1 |   |
| 2 |   |
| 3 |   |

|  |  |
| --- | --- |
| AGENDA ITEM 5. Project Constraints |  |
| PROJECT START DATE | LAUNCH / GO-LIVE DATE | PROJECT END DATE |
|   |   |   |
| LIST ANY HARD DEADLINE(S) |   |
| LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES |   |
| BUDGET CONSTRAINTS | Enter information about project budget limitations (total project budget, maximum budget for key project deliverables). |
| QUALITY OR PERFORMANCE CONSTRAINTS | Enter any other requirements for the functionality, performance, or quality of the project. |
| EQUIPMENT / PERSONNEL CONSTRAINTS | Enter any constraints regarding equipment or people that will impact the project. |
| REGULATORY CONSTRAINTS | Enter any legal, policy, or other regulatory constraints. |
| AGENDA ITEM 6. Updated Estimates |  |
| Estimate the hours required to complete the project.  | Enter total # of hours |
| AGENDA ITEM 7. Approvals |  |
| STAKEHOLDER NAME, TITLE, AND ROLE | DATE APPROVAL SUBMITTED |
| Name, Title, Role | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |
| STAKEHOLDER NAME, TITLE, AND ROLE | DATE APPROVAL SUBMITTED |
| Name, Title, Role | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |
| STAKEHOLDER NAME, TITLE, AND ROLE | DATE APPROVAL SUBMITTED |
| Name, Title, Role | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |

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