# Project Scope Statement Worksheet

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| **Project Objectives:**  What are the results that the project should deliver? What is considered in scope, what is considered out of scope? |  |
| **Constraints and Boundaries:**  What are the important limitations that will influence how you conduct the project? |  |
| **Assumptions:**  What are you assuming about the project that will influence how you conduct it? |  |
| **Cost Summary:** How much will the project cost to complete and what are the main elements of the cost? |  |
| **Project Milestones:**  What are the main sections of work that will be done on the project? |  |
| **Approval:**  Who do you need to approve the project plan and the project results? |  |