

**NEW YORK STATE DEPARTMENT OF HEALTH
PROJECT MANAGEMENT OFFICE**

SCOPE STATEMENT

<i>Purpose:</i>	<i>The Scope Statement describes the project's deliverables and documents what the project will not deliver. The scope statement content will vary depending upon the complexity of the project. Project sponsors and project managers must determine the appropriate level of detail to provide.</i>
<i>Target Audience:</i>	<i>Key project stakeholders will gain a common understanding of the project scope and objectives. The project manager and team will elaborate the scope statement as the project progresses through the project management phases.</i>

PROJECT IDENTIFICATION
Project Name:
Project Sponsor:
Project Director:
Project Manager:
Date:

DOCUMENT HISTORY		
Revision <i>(Briefly describe the revision.)</i>	Author	Revision Date

BUSINESS NEED/PROBLEM
<i>State the Business Need/Problem the project will address.</i>

SCOPE ELABORATION	
In Scope	
Objective(s) <i>List project objectives.</i>	Outcome <i>State what will signify that the objective is complete.</i>
Deliverables Description	
Deliverable(s) <i>List what the project will produce and provide a brief, high-level description of the expected characteristics of each specific product to be created.</i>	Acceptance Criteria <i>Briefly state what specific deliverable attribute must exist for the deliverable to be deemed complete.</i>
Out of Scope	
<i>Be specific. Define what the project will not deliver, i.e. what is out of scope. This will prevent scope creep.</i>	

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