**PRM 300 Week 2 - Project Scope Template**

Section 1 - Project Overview:

|  |  |
| --- | --- |
| Project Name | [Insert project name. Project name needs to stand on its own and describe your project] |
| Project Manager | [Insert you name] |
| Date | [Add today’s date] |
| Project Sponsor | [Add project sponsors’ name and title]  |
| Document ver. # | [Enter document version #] |
| Project ScopeStatement | [Enter project scope statement. See course lecture and previous feedback for how to create a project scope and update your project charter statement] |

SECTION 2 - Project Details:

|  |  |
| --- | --- |
| High-level of Work Breakdown Structure | [List at least 5 major steps needed to complete your task and ten subtasks.1. Main task #1

1.a. Subtask – The ‘Tab’ key is helpful when indenting subtasks2. Second Main task  |
| Assumptions | [Before, during and after the project execution - List all the conditions that you think will or will not be in place] |
| Stakeholders | [List name, title, and brief role of each individual associated with your project] |
| Time estimate | [List all the dates and their associated deliverable that may be critical for this project] |
| Cost estimate | [Insert estimated costs – you may want to add a very simple breakdown here. For example, for a budget vacation to Europe you may want to do: Airfare: $1000Estimated cost per day: $100 x 25 days = $2500Total: $3500 |
| Milestones | [List all the major tasks associated with the project] |
| Out of Scope(Exclusions) | [List all the items that may be closely associated with the project but are not part of this project] |
| Project Acceptance Criteria | [List all the conditions that a project sponsor can check upon the project completion] |

Notes:

1. Please refer to sample project sample template attached to this week’s Project Planning: Project Scope Management Learning Activity and complete this document as it relates to your project.
2. Create a post in week 2’s Project Planning: Project Scope Management Learning Activity where you embed a screen shot of “Section 1 – Project Overview” and attach this entire document.