

PROJECT SCOPE TEMPLATE

Project #	Project Name:				
Project alignment with the Business:					
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insert Company Business Plan Objective	Insert Company Business Plan Objective	Insert Company Business Plan Objective	Insert Company Business Plan Objective	Insert Company Business Plan Objective	
Key Project Phase Dates			Project Economics		
Gate	Date	Status	Expected Project Accuracy	Est Benefit \$M	Finance Status
<i>Phase 1 – Initiation</i>			+/- 50%		<i>Business Case</i>
<i>Phase 2 – Planning</i>			+/- 25%		<i>Submitted</i>
<i>Phase 3 – Execution</i>			+/- 10%		<i>Budgeted</i>
<i>Phase 4 – Monitoring</i>			+/- 10%		<i>Unbudgeted</i>
<i>Phase 5 – Review</i>					<i>Approved</i>
Frame up the Project					
In Scope:					
Out of Scope:					
Explanation of baseline / or current situation (if known)					
Assumptions & Benefit Estimate					
Roadblocks/Issues Encountered					
Key milestones		Due date	Assignee		Completed date

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Project Lead			
Key Contacts (Project Team)		Key Contacts (Stakeholders)	
		Sponsor:	
		Steering Committee:	
Phase 2 – Alternatives being assessed (Summarise)			
Evidence to Support Phase 3	Evidence to Support Phase 4	Evidence to Support Phase 5	