

PROJECT APPROVAL SIGN-OFF DOCUMENT

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PROJECT NO.	DATE SUBMITTED
PROJECT OBJECTIVES Describe high-level goals of the project and how it relates to overall business objectives.	

Step 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	

Step 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) attached	NO	YES
<i>Provide link, if applicable</i>		

TASK NO.	DESCRIPTION	FOR DELIVERABLE NO. ... ENTER TASK #
1		
2		
3		

Step 3. Out of Scope

Please list deliverables or tasks that will not be completed or provided as outputs of this project.

This project will NOT accomplish or include the following:	
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Step 4. Project Assumptions

Please list any project factors that will be considered to be true, real, or certain. Assumptions generally involve a certain degree of risk.

NO.	ASSUMPTION
1	
2	
3	

Step 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.	

Step 6. Updated Estimates

Estimate hours required to complete project. <i>Enter total # of hours</i>	
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Step 7. Approvals

STAKEHOLDER NAME & TITLE	ROLE OF STAKEHOLDER / APPROVER	DATE SUBMITTED FOR APPROVAL	DATE APPROVAL RECEIVED

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