[](https://www.smartsheet.com/try-it?trp=11508&utm_source=integrated+content&utm_campaign=/content/project-constraints&utm_medium=Project+Constraints+Report+Template+with+Example+Data+doc+11508&lpa=Project+Constraints+Report+Template+with+Example+Data+doc+11508&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**PROJECT CONSTRAINTS REPORT**

EXAMPLE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  |  | PROJECT MANAGER | START DATE | END DATE |
| Direct Mail Flyers for Labor Day | | | Shaun Smith | 07/26/20XX | 08/29/20XX |

|  |  |  |  |
| --- | --- | --- | --- |
|  | PROJECT CONSTRAINTS | | |
| Time | Flyers must be in the mail no later than 8/29 in order to reach customers by Labor Day. |
| Cost | The cost is $4,200 for design, printing, and mailing. |
| Scope | This project involves a single-page flyer that advertises our Labor Day sale in stores and online. The flyer should also include a unique QR code for redeeming discounts. |
| Quality | Flyers will be printed on 4”x6” glossy cardstock that has been proven  to hold up when mailed. |
| Resources | We will use our in-house designer and outsource printing to a local print shop.  Our summer interns will print mailing address stickers and postage and will take the flyers to the post office. |
| Risks | • Post office delays may mean that flyers reach customers too soon   before Labor Day. • If print quality is low, flyers might not be visually appealing or legible. |
| Other Constraints | Our sustainability pledge mandates that we source and use recycled  paper products whenever possible. |

**PROJECT CONSTRAINTS REPORT TEMPLATE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PROJECT NAME |  |  | PROJECT MANAGER | START DATE | END DATE |
|  | | |  |  |  |

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| --- | --- | --- | --- |
|  | PROJECT CONSTRAINTS | | |
| Time |  |
| Cost |  |
| Scope |  |
| Quality |  |
| Resources |  |
| Risks |  |
| Other Constraints |  |

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