

Project Scope & Requirements Brief

This document outlines the scope, objectives, and requirements for the project. Please fill out each section below to finalize the brief for printing.

1. General Project Information

Project Name:

Project Sponsor / Client:

Project Manager:

Target Completion Date:

2. Project Objectives

Describe the primary goals and business problems this project aims to solve.

Objective 1:

Objective 2:

Objective 3:

3. Scope of Work

In-Scope Items

Specify the deliverables, features, and tasks that are included in this project.

In-Scope Item 1:

In-Scope Item 2:

In-Scope Item 3:

Out-of-Scope Items

Specify items that are explicitly excluded from this project to prevent scope creep.

Out-of-Scope Item 1:

Out-of-Scope Item 2:

4. Key Requirements

Functional Requirements

Define what the system, product, or service must do.

Requirement 1:

Requirement 2:

Non-Functional Requirements

Define usability, performance, security, or compliance expectations.

Requirement 1:

Requirement 2:

5. Constraints, Assumptions, and Risks

Major Constraint (e.g., Budget, Tech Stack):

Key Assumption:

Primary Risk & Mitigation:

6. Stakeholder Sign-Off

By signing below, the stakeholders agree to the defined scope and requirements outlined in this brief.

Client Name & Signature:

Date:

Project Lead Name & Signature:

Date: