

# New Customer Project Scope Definition Form

This document defines the initial scope, objectives, and boundaries of the proposed project. Please fill out all text fields clearly before printing for physical sign-off.

## 1. Customer & Stakeholder Information

Company Name:

Primary Contact Name:

Contact Email:

Contact Phone:

Executive Sponsor:

## 2. Project Overview

Project Title:

Target Start Date:

Target Completion Date:

Estimated Budget/Limit:

## 3. Scope and Deliverables

Project Objective (What are we trying to achieve?):

Key Deliverables (List major tangible outputs):

Out of Scope (List items specifically excluded from this project):

## 4. Requirements and Assumptions

Technical & Integration Requirements:

Key Assumptions and Dependencies:

Known Constraints or Risks:

## 5. Project Sign-Off

By signing below, both parties acknowledge and agree to the preliminary project scope defined in this document.

<b>Customer Authorized Representative:</b>	<b>Service Provider Authorized Representative:</b>
Name: <input type="text"/>	Name: <input type="text"/>
Signature: <input type="text" value="Sign Here"/>	Signature: <input type="text" value="Sign Here"/>
Date: <input type="text"/>	Date: <input type="text"/>