**DFA Scope Statement**

*A project scope statement is a clear definition of the boundaries of a project. It includes all the assumptions, responsibilities, requirements, constraints, milestones, and deliverables needed to ensure the project is a success.*

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| **Project** | **Project Manager** | **Date** |
| [Name of project] | [Name of project manager] | [Date completed or revised] |

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| **Purpose** |
| [Brief explanation of a need and how the project will fulfill that need.] |

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| **Business Objectives** |
| [Define targets you want to achieve with the project, such as launch dates, better customer satisfaction, greater conversion rates, etc.] |

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| **Scope Description** |
| **In Scope** |
| [Make a list of functionalities that is within the scope of the project.] |
| **Out of Scope** |
| [Make a list of functionalities that is outside the scope of the project.] |

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| **Project Deliverables** |
| [Make a list of deliverables that will be produced during the project to meet your business objective.] |

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| **Constraints** |
| [List all potential project constraints, such as time, cost, scope, risk, resources, etc.] |

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| **Assumptions** |
| [List project assumptions, like the above constraints, to help stakeholders know what resources are going to be required to fulfill the project.] |

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| **Cost Estimate** | | | | |
| **Item** | **Estimated Cost** | **Actual Cost** | **Cost Until Completion** | **Variance** |
| [Name of resource] | [Dollar figure for line item cost] | [Actual cost of line item] | [Estimated cost of line item for remaining project] | [Discrepancy between estimated and actual} |
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