Purpose and Scope Statement Template

Document Title

Purpose and Scope Statement - [Project/Process Name]

Prepared By

[Author Name(s)]

Date

[Date of Document Preparation]

1. Purpose

[Clearly describe the primary objectives and intended outcomes of the project, process, or document.]

2. Scope

[Define what is included and excluded in the scope. Mention specific departments, systems, processes, or deliverables covered by this statement.]

3. Audience

[Who should read or refer to this document? List teams, roles, or stakeholders.]

4. References

[List any related documents, standards, or supporting materials, if any.]

5. Revision History

Date: [Revision Date]
Description: [Summary of changes]
Author: [Editor Name]

Important Notes

- The purpose and scope statement should be reviewed and approved by key stakeholders.
- Ensure clarity to prevent misunderstandings about project or process boundaries.
- Keep the document concise and easy to reference throughout the project.
- Periodically update the statement if project scope or objectives change.