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# Scope Statement

Project Name:

Department:

Project Manager:

Date:

Prepared By

| Document Owner(s) | Project/Organization Role |
|-------------------|---------------------------|
|                   |                           |
|                   |                           |
|                   |                           |

Project Closure Report Version Control

| Version | Date | Author | Change Description |
|---------|------|--------|--------------------|
|         |      |        | Created document.  |
|         |      |        |                    |
|         |      |        |                    |

Confidential

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**Project Justification**

**Project Product**

**Project Deliverables**

**Project Objective**

**Assumptions/Limitations**

|  |
|--|
| <b>Overall Project Priority:</b><br><input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low |
| <b>Comments:</b><br><br>   |
| <b>Approved By:</b> _____  |
| <b>Project Manager :</b> _____ <b>Date:</b> ___/___/___  |