**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11860&utm_source=template-word&utm_medium=content&utm_campaign=Project+Scope+Meeting+Agenda-word-11860&lpa=Project+Scope+Meeting+Agenda+word+11860)PROJECT SCOPE MEETING   
AGENDA TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| PROJECT SCOPE MEETING | | |  | | --- | | Online meeting outline | |
| DATE | LOCATION |  |
| MM/DD/YY | Conference Room B | | |
| ATTENDEES | | | |
| NAME | | ROLE |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| PROJECT INFORMATION |  |  |
| PROJECT NO. | PROJECT NAME | DATE SUBMITTED |
|  |  |  |
|  |  |  |
| PROJECT  OBJECTIVES | Describe the high-level goals of the project and how they relate to overall business objectives. | | |
| AGENDA ITEM 1. Project Deliverables | |  |
| Please list all project deliverables and briefly describe each. Do not list dates. Add more rows as necessary. | |  |
| DELIVERABLE NO. | DESCRIPTION | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |

|  |  |  |
| --- | --- | --- |
| AGENDA ITEM 2. List of Project Tasks | |  |
| Please list all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary. | | | |
| Alternatively, you can attach your work breakdown structure (WBS) to the scope statement. | Work Breakdown Structure (WBS) Link *if applicable* | WBS Attached? |
|  | YES [ ] | NO [ ] |
|  |  |  |
| TASK NO. | DESCRIPTION | FOR DELIVERABLE NO. … ENTER TASK # |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| AGENDA ITEM 3. Out of Scope | |  |
| Please list the deliverables or tasks that you will not complete or provide as outputs of this project. | |  |
| This project **will NOT accomplish or include** the following: |  | | |
| AGENDA ITEM 4. Project Assumptions | |  |
| Please list any project factors that you consider to be true, real, or certain. Assumptions generally involve a certain degree of risk. | | | |
| NO. | ASSUMPTION | | |
| 1 |  | | |
| 2 |  | | |
| 3 |  | | |

|  |  |  |
| --- | --- | --- |
| AGENDA ITEM 5. Project Constraints | |  |
| PROJECT START DATE | LAUNCH / GO-LIVE DATE | PROJECT END DATE |
|  |  |  |
| LIST ANY HARD DEADLINE(S) |  | | |
| LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES |  | | |
| BUDGET CONSTRAINTS | Enter information about project budget limitations (total project budget, maximum budget for key project deliverables). | | |
| QUALITY OR PERFORMANCE CONSTRAINTS | Enter any other requirements for the functionality, performance, or quality of the project. | | |
| EQUIPMENT / PERSONNEL CONSTRAINTS | Enter any constraints regarding equipment or people that will impact the project. | | |
| REGULATORY CONSTRAINTS | Enter any legal, policy, or other regulatory constraints. | | |
| AGENDA ITEM 6. Updated Estimates | |  |
| Estimate the hours required to complete the project. | | Enter total # of hours |
| AGENDA ITEM 7. Approvals | |  |
| STAKEHOLDER NAME, TITLE, AND ROLE | | DATE APPROVAL SUBMITTED |
| Name, Title, Role | | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |
| STAKEHOLDER NAME, TITLE, AND ROLE | | DATE APPROVAL SUBMITTED |
| Name, Title, Role | | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |
| STAKEHOLDER NAME, TITLE, AND ROLE | | DATE APPROVAL SUBMITTED |
| Name, Title, Role | | MM/DD/YY |
| DATE APPROVAL RECEIVED |
| MM/DD/YY |

|  |
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