

Project Scope Description

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Project Scope Description for [Project Name]

1. Introduction

This document outlines the scope of the [Project Name] project, including objectives, deliverables, and key milestones.

2. Project Objectives

- Objective 1: [Brief description]
- Objective 2: [Brief description]
- Objective 3: [Brief description]

3. Deliverables

- Deliverable 1: [Details]
- Deliverable 2: [Details]
- Deliverable 3: [Details]

4. Project Milestones

- Milestone 1: [Date] - [Description]
- Milestone 2: [Date] - [Description]
- Milestone 3: [Date] - [Description]

5. Exclusions

[List any items, services, or tasks that are explicitly excluded from the project scope.]

6. Approval

Please review the project scope outlined above and provide your approval or feedback by [Expected Date].

Thank you,

[Your Name]

[Your Position]

[Your Contact Information]