

Project Scope Definition

Date: [Insert Date]

To: [Department/Team Names]

From: [Your Name/Department]

Subject: Collaboration on [Project Name]

Dear [Department/Team Names],

We are pleased to initiate collaboration on the [Project Name]. This letter outlines the project scope and expectations for both departments involved.

Project Objectives:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Key Deliverables:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Roles and Responsibilities:

[Department A]: [Responsibilities]

[Department B]: [Responsibilities]

Timeline:

Start Date: [Start Date]

End Date: [End Date]

Communication Plan:

Regular updates will be provided via [method of communication]. Meetings will be held [frequency of meetings].

Conclusion:

We are excited about this collaboration and look forward to achieving our common goals. Please do not hesitate to reach out if you have any questions or suggestions.

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]