

Project Scope Definition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Scope Definition for Risk Assessment

1. Project Overview

This document outlines the scope of the [Project Name] to facilitate a thorough risk assessment.

2. Project Objectives

- Objective 1: [Description]
- Objective 2: [Description]
- Objective 3: [Description]

3. Project Deliverables

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

4. Project Boundaries

The project will include [in-scope activities] and will exclude [out-of-scope activities].

5. Risk Assessment Requirements

To effectively identify and mitigate risks, the following areas will require focused assessment:

- Risk Area 1: [Description]
- Risk Area 2: [Description]
- Risk Area 3: [Description]

6. Conclusion

We look forward to your feedback and to collaborating on this important project.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]