

Project Scope Definition

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Project Scope Definition for [Project Name]

Dear [Stakeholder Name],

As part of our efforts to align all stakeholders on the objectives and deliverables of the [Project Name], I am writing to define the scope of the project. This document serves to clarify expectations and ensure we are all on the same page as we move forward.

Project Overview

The purpose of the [Project Name] is to [brief description of the project goals and objectives].

Scope of Work

The project will include the following key deliverables:

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

Exclusions

It is important to note that the following areas are outside the scope of this project:

- [Exclusion 1]
- [Exclusion 2]

Timeline

The project is scheduled to begin on [Start Date] and is expected to be completed by [End Date].

Next Steps

We would like to schedule a meeting to discuss this scope in detail and gather your input. Please let us know your availability for [suggest a timeframe for the meeting].

Thank you for your attention to this matter. I look forward to your feedback and to collaborating closely on this project.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]