

ACTIVITY SCOPE TEMPLATE

PROJECT NAME:		DATE:
PROJECT DESCRIPTION:		
PROJECT START DATE:	PROJECT END DATE:	
PROBLEM TO SOLVE/OBJECTIVE:	DELIVERABLES, METRICS AND TIMELINES:	
TEAM MEMBER NAMES		
EXECUTIVE SPONSOR(S):	TEAM MEMBERS:	
PROJECT LEADER(S):	FACILITATOR(S):	
	REVIEW TEAM IF NEEDED:	