

YOUR LOGO
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Scope Statement

Project Name:

Department:

Project Manager:

Date:

Prepared By

Document Owner(s)	Project/Organization Role

Project Closure Report Version Control

Version	Date	Author	Change Description
			Created document.

Project Justification

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Project Product

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Project Deliverables

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Project Objective

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Assumptions/Limitations

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Overall Project Priority: <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
Comments:
Approved By: _____ Project Manager : _____ Date: ____/____/____