

Scope of Project/Activity Template

Project name	
Project organiser	
Project purpose (Describe the need for the project)	
Background (Provide a description of the history of this project)	
Objectives (What is to be achieved?)	
Stakeholders/participants	
Organisational requirements (Program, Curriculum, etc)	
Approach (How do you intent to carry out and manage the project?)	
Milestones and timeframes (Describe the checkpoints and timeline of the project)	
Inclusions and deliverables (What needs to be included in the project and what are the boundaries? What will you deliver results based on?)	
Exclusions (Areas of the theme or program that are not covered in this project)	
Critical success factors (What factors are critical to success and will not result in failure?)	
Constraints of the project (What restrictions are known?)	
Project links (Links to other projects previous or future, relationships or key dependencies)	

Risks (Internal, external, organizational, environmental, or technical)	
Sign off Supervisor Manager	
Notes (Comments, notes or further instructions from supervisor or manager)	

Document control (Ensure all changes are noted and dated here. Do not make another copy of this document)

Version #	Change description	Date	Author