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**Scope Statement**

**Project Name:**

**Department:**

**Project Manager:**

**Date:**

**Prepared By**

|  |  |
| --- | --- |
| **Document Owner(s)** | **Project/Organization Role** |
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**Project Closure Report Version Control**

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Change Description** |
|  |  |  | Created document. |
|  |  |  |  |
|  |  |  |  |

Project Justification

Project Product

Project Deliverables

Project Objective

Assumptions/Limitations

| **Overall Project Priority:**[ ] High [ ] Medium [ ] Low  |
| --- |
| **Comments:**  |
| **Approved By:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Project Manager :** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_**/**\_\_\_\_**/**\_\_\_\_\_\_ |