# Project Scope Template

This Project Scope Template is designed to help clients and service providers define the key components of a project before starting. It promotes clarity, alignment, and accountability.

## 1. Project Title

Enter a concise and descriptive title for the project.

## 2. Project Overview

Provide a high-level summary of the project, its purpose, and background.

## 3. Objectives

List the main objectives of the project. What are the intended outcomes?

## 4. Deliverables

Specify all deliverables expected from the project (e.g., website, report, app features).

## 5. Timeline & Milestones

Include estimated start and end dates, and key milestones or phases.

## 6. Roles and Responsibilities

Outline who is responsible for each aspect of the project, including the client and provider.

## 7. Budget & Payment Terms

State the project budget, payment schedule, and invoicing process.

## 8. Tools & Platforms

List communication tools, platforms, and file sharing services to be used.

## 9. Risks and Assumptions

Identify known risks, assumptions made, and possible mitigation strategies.

## 10. Approval & Sign-off

Include space for client and provider signatures, confirming the agreement on scope.