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*Project Name*

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**Scope Document**  
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*Draft – work in progress*

**Team member**  
**Team member**  
**Team member**

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## 1 Revision History

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## 2 Overview

### 2.1 *Intended Audience of this document*

### 2.2 *Summary*

### 2.3 *Business Problem*

### 2.4 *Vision (or Objectives)*

### 2.5 *Scope*

### 2.6 *Features for future releases*

## 3 Project Plan

### 3.1 *Team Roles and Responsibilities*

### 3.2 *Skills Needed*

### 3.3 *Resources Needed*

### 3.4 *Priorities*

### 3.5 *Deliverables*

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## 4 Key Points

### 4.1 *Technologies*

### 4.2 *Issues*

### 4.3 *Assumptions*

### 4.4 *Risks*

#### **4.5 *Criteria for success***

### **5 Terminology**