Project Scope Checklist

Project _____ Client _____

DELIVERABLES (NUMBERED)

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

NOT INCLUDED

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

REVISION ROUNDS INCLUDED

- [ ] _____

MILESTONES AND DATES

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

WHAT THE CLIENT PROVIDES, AND BY WHEN

- [ ] _____
- [ ] _____
- [ ] _____

PRICE AND PAYMENT SCHEDULE

- [ ] _____
- [ ] _____
- [ ] _____

SIGN-OFF: WHO APPROVES

- [ ] _____

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