

Project Statement Template for Construction Projects

A **project statement template** for construction projects provides a clear and concise framework to outline objectives, scope, and deliverables. It ensures all stakeholders understand project goals and expectations, promoting effective communication and alignment. Utilizing this template streamlines planning and helps manage resources efficiently throughout the construction process.

Project Statement Template

Section	Description
Project Title	Enter the official name of the construction project.
Project Manager	Name and contact information of the project manager.
Project Sponsor	Name and details of the individual or organization sponsoring the project.
Background	Brief overview of why the project is being undertaken and any relevant history.
Objectives	Describe the primary objectives and goals the project aims to achieve.
Scope	Clearly define the scope of work, including what is and is not included in the project.
Key Deliverables	List the critical outcomes and outputs expected from the project.
Schedule	Outline the project timeline with major milestones and deadlines.
Budget Summary	Summarize projected costs and resource allocations.
Stakeholders	Identify key stakeholders and their roles in the project.
Risks & Constraints	List potential risks, assumptions, and constraints that might impact the project.
Approval & Sign-off	Section for project sponsor and manager signatures and dates to indicate agreement.

Instructions for Use

1. Customize the template sections according to your project's specifics.
2. Involve all key stakeholders in developing the project statement.
3. Use this document as a communication tool and update it as the project evolves.
4. Obtain necessary approvals before moving forward with project execution.