

Project Statement Template for Engineering Projects

A **project statement template** for engineering projects provides a clear and concise framework to outline objectives, scope, and deliverables. It ensures effective communication among stakeholders and guides project execution from inception to completion. Using a standardized template enhances consistency and project management efficiency.

Project Statement

| | |
|------------------------------|-------------------------|
| Project Title: | [Enter Project Title] |
| Project Manager: | [Enter Name] |
| Date: | [Enter Date] |
| Sponsor/Stakeholders: | [List key stakeholders] |

1. Project Overview

[Briefly describe the purpose and background of the project]

2. Objectives

- [Objective 1]
- [Objective 2]
- [Objective 3]

3. Scope

In-Scope:

- [Define what is included in the scope]

Out-of-Scope:

- [Define exclusions]

4. Deliverables

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

5. Timeline & Milestones

| Milestone | Planned Completion Date |
|---------------|-------------------------|
| [Milestone 1] | [Date] |
| [Milestone 2] | [Date] |

6. Resources & Budget

- Resources Required: [List key resources]
- Estimated Budget: [Amount and currency]

7. Risks & Mitigation

- [Risk 1] → [Mitigation strategy]
- [Risk 2] → [Mitigation strategy]

8. Approval

| Name | Role | Signature | Date |
|--------------|--------|-----------|------|
| [Approver 1] | [Role] | | |
| [Approver 2] | [Role] | | |

Note: Customize sections as needed to suit the specific requirements of your engineering project.