**Project Scope Summary**

**February 9, 2016**

**Dear [Client],**

**The scope of your project [project name] with project number [number] is summarized below. Please review this information carefully as this will serve as the basis for the development of a budget estimate and project authorization for the Feasibility/Design/Construction Phase. If this summary does not accurately reflect the project goals and objectives, please comment in the space provided and return to the project manager so this summary can be amended to your satisfaction. Please acknowledge and accept the scope summary below.**

**Once authorization is received, we will proceed and expect to complete the budget estimate and project authorization within (no) days. If we do not receive a response, we will assume that you are currently not planning to proceed with your project.**

**Sincerely,**

**Project Manager**

**Facilities Management**

# **Summary:**

**Project Goal:**

**Location:**

**Specifications:**

**Limitations:**

**Scheduling Requirements:**

**Budget Range:**

**Communication (incl client point of contact)”**

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I have reviewed this Project Scope Summary and acknowledge that it is accurate.

This Project Scope Summary does not accurately reflect the project objectives and I would like to discuss the following amendments and/or additions:

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Signature of [Print Name of UDM] Date