

Here's a **simple Project Scope Statement** for the "Community Carnival":
1. Project Purpose – **Goal**: To organize a fun, family-friendly event for the community to enjoy, promote local businesses, and raise money for a local cause (e.g., charity).
2. Project Deliverables – **Venue**: A location that can accommodate the carnival (e.g., park or community center). – **Activities**: Food stalls, games, live performances, contests, and kid-friendly activities. – **Marketing**: Flyers, social media posts, and local ads to promote the event. – **Vendors and Sponsors**: At least 10 local vendors and 3–5 sponsors.
3. Project Exclusions – Large concerts or performances. – Vendors from outside the community. – Major venue construction or changes.
4. Assumptions – The event will be held in good weather, but we'll have a backup plan if it rains. – Enough volunteers will help organize the event. – The local community will show interest and attend.
5. Constraints – **Budget**: The carnival will be planned within a set budget (e.g., \$X,XXX). – **Timeline**: The event must happen by a certain date (e.g., within 6 months). – **Venue Availability**: The venue must be available on the chosen date.
6. Key Milestones – Confirm the venue by **[date]**. – Finalize vendors by **[date]**. – Start marketing by **[date]**. – Hold the event on **[event date]**.
7. Success Criteria – **Attendance**: At least 500 people attend. – **Fundraising**: Meet fundraising goals. – **Feedback**: Receive positive feedback from the community and vendors. This scope statement clearly defines the event's goals, what will be included, and what won't, helping keep the project focused and on track.