

# PROJECT SCOPE STATEMENT

**PURPOSE:** Generally describes the project's deliverables and the work required to create those deliverables. The project scope statement provides a common understanding of the project scope among all project stakeholders and describes the project's major objectives. It also enables the project team to perform more detailed planning, guides the project team's work during execution, and provides the baseline for evaluating whether requests for changes or additional work are contained within or outside the project's boundaries.

| Project ID                          | NNNNNN-NN   | Date | MM/DD/YY |
|-------------------------------------|---|------|----------|
| <b>Project Name</b>                 |   |      |          |
| <b>Project Objectives</b>           | Project objectives include the measurable success criteria of the project. Projects may have a wide variety of business, cost, schedule, technical, and quality objectives. Project objectives can also include cost, schedule, and quality targets. Each project objective has attributes such as cost, volume, etc., a metric, and an absolute or relative value.   |      |          |
| <b>Product Scope Definition</b>     | Describes the characteristics of the product, service, or result that the project was undertaken to create. These characteristics will generally have less detail in early phases and more detail in later phases as they are progressively elaborated. While the form and substance of the characteristics will vary, the scope description should always provide sufficient detail to provide later project scope planning. |      |          |
| <b>Project Requirements</b>         | Describes the conditions or capabilities that must be met or possessed by the deliverables of the project to satisfy a contract, standard, specification or other formally imposed document. Analyses of all stakeholder needs, wants, and expectations are translated into prioritized requirements.   |      |          |
| <b>Project Boundaries</b>           | Identifies generally what is included within the project. It also states explicitly what is excluded from the project, if a stakeholder might assume that a particular product, service, or result could be a component of the project.   |      |          |
| <b>Project Deliverables</b>         | Deliverables include both the outputs that comprise the product or service of the project, as well as ancillary results, such as project management reports and documentation. Depending on the project scope statement, the deliverables may be described at a summary level or in great detail.   |      |          |
| <b>Product Acceptance Criteria</b>  | Defines the process and criteria for accepting completed products.  |      |          |
| <b>Project Constraints</b>          | Lists and describes the specific project constraints associated with the project scope that limit the team's options. For example, a predefined budget or any imposed dates that are issued by the customer.  |      |          |
| <b>Project Assumptions</b>          | Lists and describes the specific project assumptions associated with the project scope and the potential impact of those assumptions if they prove to be false.   |      |          |
| <b>Initial Project Organization</b> | The members of the project team, as well as stakeholders, are identified. The organization of the project is also documented.   |      |          |
| <b>Schedule Milestones</b>          | The customer, Project Sponsor, or performing organization can identify milestones and can place imposed dates on those schedule milestones. These dates can be addressed as schedule constraints.   |      |          |
| <b>Fund Limitation</b>              | Describes any limitation placed upon funding for the project, whether in total value or over specified timeframes.  |      |          |
| <b>Approval Requirements</b>        | Identifies approval requirements that can be applied items such as project objectives, deliverables, documents, and work.   |      |          |

# Project Scope Document Example

**Richard Harrington**



## **Project Scope Document Example:**

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**Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction** Stuart D. Anderson, Keith Robert Molenaar, Cliff J. Schexnayder, National Cooperative Highway Research Program, 2007

**Software Engineering** Kassem Saleh, 2009-07-01 Software engineering from a project point of view embarks on software products that are both feasible technically and financially Moreover software projects must be completed on time and within budgets and are important challenges to software engineers Research has shown that one third of software projects are never completed another third do not fulfill

their promises Software Engineering provides the software engineering fundamentals principles and skills needed to develop and maintain high quality software products The software engineering processes and techniques covered include requirements specification design implementation testing and management of software projects This up to date book is modeled on the recommendations and guidelines prescribed in the Guide to the Software Engineering Body of Knowledge SWEBOK published by the IEEE Computer Society and the Software Engineering Curriculum Guidelines for Undergraduate Degree Programs in Software Engineering published by the IEEE Computer Society and the Association for Computing Machinery Joint Task Force on Computing Curricula At the end of each chapter the reader will be able to perform tangible software engineering tasks by applying the learned techniques and methods will be familiar with the terminology the principles by mastering the subjects and will be able to analyze existing task deliverables compare and critique the different techniques The book is designed as a text for an undergraduate first course in software engineering and graduate bridging courses in information technology In addition Software Engineering can be used by practitioners who need to refresh their knowledge with the latest in software engineering techniques and processes The prerequisite to use this text is to have a background in an object oriented programming language

**Producing Video Podcasts** Richard Harrington, 2012-08-06 Put the video podcast medium to work for you and your clients with a winning formula Know how video podcasts work and every facet of what it takes to produce a professional quality program that will meet every criterion for success The authors are seasoned video production pros that have been on the crest of the video podcasting wave as it has risen With over 2500 episodes produced they can reveal what works and what doesn't with detailed illustrated guidance You get the nuts and bolts of the complete process including Preproduction budgeting guidelines mapping your production and working with talent Production the ENG shooting style lighting values and portability sound essential camera features acquisition formats and gear lists Postproduction resources for adding music and images motion graphics and editing techniques Delivery cost effective hosting options creating RSS feeds compression and hosting processes Promotion choosing directories promoting your program and monetizing your podcast Instruction and case studies go in depth on issues unique to the podcast medium A full color presentation delivers tangible inspiring examples of creative video podcasts The companion website [www.VidPodcaster.com](http://www.VidPodcaster.com) provides a blog templates planning documents sample clips and state of the art updates

**Building and Managing the Meta Data Repository** David Marco, 2000 This is the first book to tackle the subject of meta data in data warehousing and the results are spectacular David Marco has written about the subject in a way that is approachable practical and immediately useful Building and Managing the Meta Data Repository A Full Lifecycle Guide is an excellent resource for any IT professional Steve Murchie Group Product Manager Microsoft Corporation Meta data repositories can provide your company with tremendous value if they are used properly and if you understand what they can and can't do Written by David Marco the industry's leading authority on meta data and well known columnist for DM Review this book

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*IT Project Management: On Track from Start to Finish, Third Edition* Joseph Phillips, 2010-03-22 Master IT Project Management. This practical, up-to-date guide explains how to successfully manage an IT project and prepare for CompTIA Project certification. *IT Project Management: On Track from Start to Finish, Third Edition* walks you through each step of the IT project management process, covering critical strategies for on-time and within-budget projects. You'll get proven methods for initiating a project, selecting qualified team members, conferring with management, establishing communication, setting realistic timetables, tracking costs, and closing a project. Learn how to define project requirements and create the project charter, create a feasibility study, and establish project priority. Determine strategy and obtain management approval. Manage project scope and determine project expenses. Build the project management plan. Organize and lead a project team. Track progress and calculate the Cost Performance Index (CPI). Implement changes to the project plan. Perform continuous quality management. Complete the project and assess deliverables. On the CD-ROM: CompTIA Project practice exam, Project management video training from the author, Ready-to-use templates and worksheets. Complete e-book. Joseph Phillips, PMP, CompTIA Project is the Director of Education for Project Seminars. He is the author of *PMP Project Management Professional Study Guide, Second Edition*, *CAPM PMP Project Management Certification All in One Exam Guide, Second Edition*, *CBAP Certified Business Analysis Professional All in One Exam Guide*, and *PgMP Program Management Professional All in One Exam Guide*.

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