

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
Project Name			
Project Objectives	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.		
Product Scope Definition	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.		
Project Requirements	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.		
Project Boundaries	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.		
Project Deliverables	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.		
Product Acceptance Criteria	Defines the process and criteria for accepting completed products.		
Project Constraints	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.		
Project Assumptions	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.		
Initial Project Organization	The members of the project team, as well as stakeholders, are identified. The organization of the project is also documented.		
Schedule Milestones	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.		
Fund Limitation	Describes any limitation placed upon funding for the project, whether in total value or over specified timeframes.		
Approval Requirements	Identifies approval requirements that can be applied items such as project objectives, deliverables, documents, and work.		

Project Scope Document Example

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Microsoft Office Excel 2007 for Project Managers Kim Heldman, William Heldman, 2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately

Cost and Value Management in Projects Ray R. Venkataraman, Jeffrey K. Pinto, 2023-03-28 Cost and Value Management in Projects Project manager s guide to achieving cost efficiency and value optimization thoroughly updated with new cases examples and problem sets The newly revised and updated Second Edition of Cost and Value Management in Projects provides project managers with a thorough understanding of the various dimensions of cost and value in projects along with the factors that impact them and the managerial approaches for achieving cost efficiency and value optimization Whereas most cost management books discuss the topic from a tactical perspective such as through the use of simple budgeting or Earned Value Analysis this Second Edition addresses cost from a strategic perspective examining project management decision areas that have the potential to enhance value and providing an integrated framework for managing cost The Second Edition includes updates to key topic areas such as project benefits realization updated end of chapter exercises such as discussion questions and problem sets updated case studies and new spreadsheet analytic techniques and examples Written by two highly qualified authors with significant experience in the field Cost and Value Management in Projects includes information on Value management through value planning engineering and analysis from the perspective of projects and best practices on how to avoid common pitfalls in managing cost and value Organization strategy and project selection organization structure and culture project definition and contracts and estimating project times and cost Developing project plans and schedules managing risk scheduling resources and cost reducing project duration leadership performance measurement and project closure Attainment of value in complex environmental settings and benefits of effective project management Cost and Value Management in Projects is an essential resource on the subject for stakeholders at all corporate and government levels including executives measuring performance middle level corporate managers project and team managers engineers project team members and business consultants along with students in related programs of study

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 provides a blog templates planning documents sample clips and state of the art updates

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offers all the guidance you'll need for developing, deploying, and managing a meta data repository to gain a competitive advantage. After illustrating the fundamental concepts, Marco shows you how to use meta data to increase your company's revenue and decrease expenses. You'll find a comprehensive look at the major trends affecting the meta data industry as well as steps on how to build a repository that is flexible enough to adapt to future changes. This vendor-neutral guide also includes complete coverage of meta data sources, standards, and architecture, and it explores the full gamut of practical implementation issues. Taking you step by step through the process of implementing a meta data repository, Marco shows you how to evaluate meta data tools, build the meta data project plan, design a custom meta data architecture, staff a repository team, implement data quality through meta data, create a physical meta data model, evaluate meta data delivery requirements. The CD-ROM includes a sample implementation project plan, a function and feature checklist of meta data tool requirements, several physical meta data models to support specific business functions. Visit our Web site at www.wiley.com/compbooks. Visit the companion Web site at www.wiley.com/compbooks/marco.

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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Phillips,2017-03-17 Apply the latest project management techniques and prepare for CompTIA Project certification This fully updated self study guide and professional resource shows how to successfully manage projects and prepare for the challenging CompTIA Project exam Project Management with CompTIA Project On Track from Start to Finish Fourth Edition walks you through each step of the project management process covering critical strategies for on time and within budget projects You ll get complete explanations of every objective on the CompTIA Project exam along with end of chapter summaries quizzes and exercises that reinforce key points Coverage includes Initiating the project Developing project plans Working with management Managing project scope Creating the budget Building a project plan Organizing a project team Managing teams Implementing the project plan Revising the project plan Enforcing quality Completing the project Electronic content includes Two complete practice exams Video training from the author Templates and worksheets **Building a Better Data Warehouse** Don Meyer,Casey Cannon,1998 This book cuts through the hype and theory about data warehousing and gets down to the basics of walking every member of the team through the design and implementation of a data warehouse Beyond how to do it this book is an implementation methodology that helps project teams identify who will be doing what and what tools each member will need **PMP Project Management Professional Certification Bundle** Joseph Phillips,James Lee Haner,2018-08-17 Aligned with the PMBOK Guide Sixth Edition this highly effective money saving study bundle will prepare you for the the 2018 PMP exam This integrated study system gathers a wide variety of exam focused resources to use in preparation for the latest version of the challenging PMP exam Designed to help readers pass the exam with ease PMP Project Management Certification Bundle includes two best selling study guides along with electronic content This bundle includes PMP Project Management Professional Study Guide Fifth Edition a proven in depth exam review that fully covers every objective and provides 600 comprehensive practice exam questions and in depth answer explanations Also included is PMP Project Management Professional Practice Exams which provides more than 1 000 rigorous practice exam questions logically organized by domain Finally the Total Tester test engine included with both books provides full length timed simulated exams or customized quizzes that target selected chapters or exam objectives Aligned with the PMBOK Guide sixth edition Exclusive content includes a full color laminated memory card for portable study author videos worksheets and review Written by experts in project management certification and training *CompTIA Project+ Certification All-in-One Exam Guide (Exam PK0-005)* Joseph Phillips,2023-02-28 This comprehensive study guide delivers complete coverage of every topic on the CompTIA Project exam This fully updated self study guide and professional resource shows how to successfully manage projects and prepare for the challenging CompTIA Project exam CompTIA Project Certification All in One Exam Guide Exam PK0 005 walks you through each step of the project management process covering critical strategies for on time and within budget projects You ll get complete explanations of every objective on the CompTIA Project exam along with end of chapter summaries quizzes and exercises that reinforce key points Coverage includes

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Table of Contents Project Scope Document Example

1. Understanding the eBook Project Scope Document Example
 - The Rise of Digital Reading Project Scope Document Example
 - Advantages of eBooks Over Traditional Books
2. Identifying Project Scope Document Example
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Project Scope Document Example
 - User-Friendly Interface
4. Exploring eBook Recommendations from Project Scope Document Example

- Personalized Recommendations
 - Project Scope Document Example User Reviews and Ratings
 - Project Scope Document Example and Bestseller Lists
5. Accessing Project Scope Document Example Free and Paid eBooks
 - Project Scope Document Example Public Domain eBooks
 - Project Scope Document Example eBook Subscription Services
 - Project Scope Document Example Budget-Friendly Options
 6. Navigating Project Scope Document Example eBook Formats
 - ePub, PDF, MOBI, and More
 - Project Scope Document Example Compatibility with Devices
 - Project Scope Document Example Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Project Scope Document Example
 - Highlighting and Note-Taking Project Scope Document Example
 - Interactive Elements Project Scope Document Example
 8. Staying Engaged with Project Scope Document Example
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Project Scope Document Example
 9. Balancing eBooks and Physical Books Project Scope Document Example
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Project Scope Document Example
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Project Scope Document Example
 - Setting Reading Goals Project Scope Document Example
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Project Scope Document Example

- Fact-Checking eBook Content of Project Scope Document Example
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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