

# 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.		

# Example Of A Scope Document

**Kim Heldman, William Heldman**



### **Example Of A Scope Document:**

*Improving Your Project Management Skills* Larry Richman, 2011-06-15 Based on the bestselling American Management Association seminar If a full fledged project management course doesn't fit your schedule or your budget check out the new edition of *Improving Your Project Management Skills* Based on the hugely popular American Management Association seminar of the same name this ultra practical reference offers powerful and repeatable project initiatives that improve processes streamline productivity and cut costs dramatically You'll get tools tips charts lists and never fail advice for Planning and budgeting Defining project scope Project scheduling Implementation Performance measurement Leadership and staff issues Work breakdown structures Alignment with business goals Risk assessment and management Communication Project closure And much more Now completely revised and updated the book is consistent with the most recent edition of *A Guide to the Project Management Body of Knowledge PMBOK* and includes dozens of current practices and real world examples Equal parts learning tool and workplace reference *Improving Your Project Management Skills* puts the power of a world class project management seminar right in your hands

**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

**Handbook of Industrial Engineering** Gavriel Salvendy, 2001-05-25 Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The *Handbook of Industrial Engineering Third Edition* contains a vast array of timely and useful methodologies for achieving increased productivity quality and competitiveness and improving the quality of working life in manufacturing and service industries This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications technology performance improvement management management planning and design control and decision making methods Completely updated and expanded to reflect nearly a decade of important developments in the field this Third Edition features a wealth of new information on project management supply chain management and logistics and systems related to service industries Other important features of this essential reference include More than 1 000 helpful tables graphs figures and formulas Step by step descriptions of hundreds of problem solving methodologies Hundreds of clear easy to follow application examples Contributions from 176 accomplished international professionals with diverse training and affiliations More than 4 000 citations for further reading The *Handbook of Industrial Engineering Third Edition* is an immensely useful one stop resource for industrial engineers and technical support personnel in corporations of any size continuous process and discrete part manufacturing industries and all types of service industries from healthcare to hospitality from retailing to finance Of related

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aspects of physical cognitive and social ergonomics As such it can be a valuable source of information for any individual or  
organization committed to providing competitive high quality products and safe productive work environments John F Smith  
Jr Chairman of the Board Chief Executive Officer and President General Motors Corporation From the Foreword **Project  
Management for Parents** Hilary Kinney, PMP, 2021-11-02 Transform chaos into cooperation gain control of your household  
and achieve your family goals together Former Ritz Carlton project manager Hilary Kinney applies decades of proven project  
management experience to parenting helping busy families get organized strengthen relationships and reduce stress The fast  
pace of modern life leaves many parents struggling to manage competing responsibilities which can increase stress and  
cause conflicts But Project Management for Parents demonstrates how a powerful set of techniques tools and exercises used  
to manage complex time pressured business projects for Fortune 500 companies can also work in the home Three simple  
steps form the foundation of the framework 1 Build Teamwork Learn how to work together as a family unit 2 Establish Your  
Approach Create a plan that works for your unique family dynamic 3 Succeed as a Family Use proven techniques to reach  
your goals together Learn how to improve family relationships by creating a positive environment fostering communication  
and encouraging children to think and act independently INCLUDES Practical and effective communication strategies Proven  
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transform chaos into cooperation gain control of your household and achieve your family goals together Professional SQL  
Server Analysis Services 2005 with MDX Sivakumar Harinath, Stephen R. Quinn, 2006-05-30 Written by the lead developers of  
Analysis Services at Microsoft this book begins with an overview showing how Analysis Services and MDX can be used to  
build data warehouses and multidimensional databases The authors then describe the development processes for building  
dimensions and cubes from various data sources Demonstrating a variety of techniques in real world scenarios the book  
shows how MDX can be used to query databases to provide sophisticated analysis of business problems Finally the book  
explains how Analysis Services can be used with other components of SQL Server including DTS data mining and Report  
Services to provide comprehensive end to end solutions *Lean Architecture* Michael F. Czap, Gregory T.  
Buchanan, 2021-04-13 Apply lean principles to your next architectural project and improve your bottom line with the help of  
this practical volume Lean Architecture Excellence in Project Delivery shows readers a path to improve their project delivery  
via the application of lean concepts and process management Authors Michael Czap and Gregory Buchanan challenge  
readers to reexamine their approach to architectural practice and projects by presenting a unique and compelling alternative

Lean Architecture details the crucial metrics and implementation strategies that combine to improve the efficiency and profitability of projects taken on by firms of all sizes Readers will learn to Maximize the use of their resources to deliver superior results in less time Minimize waste cost and inefficiency in their firm s operations Move between radically different project scales while retaining efficient and effective processes Lean Architecture is perfect for firm leaders project managers and project architects who seek to improve their ability to deliver better results while reducing their cost base Students designers and emerging professionals will also benefit by learning key principles for more effectively executing design ideas

**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 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

*Project Management ToolBox* Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world

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**Software Project Management Kit For Dummies?** Greg Mandanis,Allen Wyatt,2000-05-11 The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start Friendly practical advice is combined with the latest software in this For Dummies edition Follow your expert guide through planning development testing and implementation the first steps to your project s success Then get your hands on scheduling assigning resources and estimating costs and best of all making your software happen The book s CD ROM includes trial versions of Microsoft Project 2000 Soffrant TRACK and Cost Xpert as well as templates and a wealth of other planning tools **Engineers' Guide to Technical Writing** Kenneth G. Budinski,2001 The ability to write clearly is essential for career advancement in any technical field This book provides easy to follow guidelines methods and rules that will make you a more efficient technical writer Whether you re an experienced writer or a reluctant one you will benefit from the many insights and tips presented in this book Describes how to write clearly and concisely by presenting the essential attributes methods and objectives of good technical writing Provides an easy to follow writing strategy that will help you arrange and prioritize your thinking before you actually start to write Includes techniques that make good writing less of a challenge Features checklists and step by step procedures that will help even the most reluctant writer The author is a practicing engineer who understands the need for writing in a practical no nonsense style Through numerous examples tips and rules you will learn how to write effective memos documents and technical reports that will get results and help you advance your career Publication of Science Data on CD-ROM: A Guide and Example Gary Angelici,1993 Legal Writing--getting it Right and Getting it Written Mary Barnard Ray,Jill J. Ramsfield,2005 Designed as a desktop reference for legal writers the fourth edition of this book adds new entries and updates current entries provides reference material and guidance on improving one s legal writing includes a

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