

# NHS Education for Scotland

## Project Scope Document

<b>Project Title</b>	
<b>Project Leader</b>	

### Details of Project

<b>Project Aim and Purpose</b>
<i>Detail the overall aim and purpose of the project. This should be a short statement that captures exactly what the project has to accomplish, (e.g. implement a new performance management system to be used throughout the organisation).</i>
<b>Project Objectives</b>
<i>Detail what will be delivered as a result of the project, (e.g. a software system to record performance information and produce metrics; a training package to upskill all managers to use the new system).</i>
<b>Out of Scope</b>
<i>Detail what will <b>not</b> be delivered as a part of the project (e.g. access for front-line staff; functionality to complete performance review forms online).</i>
<b>Benefits Identification</b>
<i>Detail the benefits that this project will bring to the organisation and the wider NHS (e.g. a consistent approach to performance management throughout the organisation; time saved on producing performance information).</i>
<b>Research of Previous/Existing Projects</b>
<i>Detail the research undertaken to review previous/existing projects? Is there any existing documentation you could learn from or adapt? Are there any outputs from that project that you could re-use?</i>
<b>Equality &amp; Diversity</b>
<i>Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?</i>

# Sample Scope Document Template

**Mike Jess**



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