

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.		

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Eric Verzuh



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Table of Contents Sample Project Scope Document

1. Understanding the eBook Sample Project Scope Document
 - The Rise of Digital Reading Sample Project Scope Document
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Project Scope Document
 - 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 Sample Project Scope Document
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Project Scope Document
 - Personalized Recommendations
 - Sample Project Scope Document User Reviews and Ratings
 - Sample Project Scope Document and Bestseller Lists
5. Accessing Sample Project Scope Document Free and Paid eBooks
 - Sample Project Scope Document Public Domain eBooks
 - Sample Project Scope Document eBook Subscription Services
 - Sample Project Scope Document Budget-Friendly Options

6. Navigating Sample Project Scope Document eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Project Scope Document Compatibility with Devices
 - Sample Project Scope Document Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Project Scope Document
 - Highlighting and Note-Taking Sample Project Scope Document
 - Interactive Elements Sample Project Scope Document
8. Staying Engaged with Sample Project Scope Document
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Project Scope Document
9. Balancing eBooks and Physical Books Sample Project Scope Document
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Project Scope Document
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Sample Project Scope Document
 - Setting Reading Goals Sample Project Scope Document
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Sample Project Scope Document
 - Fact-Checking eBook Content of Sample Project Scope Document
 - 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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