

NHS Education for Scotland

Project Scope Document

Project Title	
Project Leader	

Details of Project

Project Aim and Purpose
<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>
Project Objectives
<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>
Out of Scope
<i>Detail what will not be delivered as a part of the project (e.g. access for front-line staff; functionality to complete performance review forms online).</i>
Benefits Identification
<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>
Research of Previous/Existing Projects
<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>
Equality & Diversity
<i>Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?</i>

Scope Document Sample Template

Mike Jess



Scope Document Sample Template:

Exercise Management for Referred Medical Conditions Andrew Scott, David Broom, 2022-07-29 Exercise referral describes the process of consultation planning and instructing physical activity programmes and applying appropriate behaviour change strategies for clients presenting a range of low to medium risk medical conditions Exercise Management for Referred Medical Conditions is the first book to integrate exercise prescription with the development of healthy behaviours and the promotion of physical activity and well being and provides students with an evidence based applied guide to becoming effective exercise referral practitioners The book draws upon the latest research and recommends best practices for creating referral pathways providing exercise programmes and engaging clients in health lifestyles Covering the pathology medical management role of exercise and recommendations for programming in each case it discusses a range of conditions including Obesity and type I and II diabetes Hypertension and dyslipidaemia Asthma Low back pain osteoarthritis and joint replacement rheumatoid arthritis and osteoporosis Depression anxiety and stress disorders Consistently organised and laden with pedagogical features including learning objectives key terms case studies future developments and chapter summaries no other book offers such a clear holistic model for exercise referral This is a vital resource for any student undertaking vocational courses in exercise referral and an important reference for exercise scientists physical therapists fitness professionals or local policy makers interested in the use of physical activity in healthcare

Project Management Tools and Techniques Deborah Sater Carstens, Gary Richardson, Ronald B. Smith, 2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them given *Understanding Project Management, Third Edition* Dave C. Barrett, 2024-11-26 Understanding Project Management Third Edition presents a practical real world guide for aspiring and practicing project managers The text follows an ongoing case study from inception to completion The case guides students through the key aspects of a project including its scope quality schedule and budget while also exploring the less tangible challenges that can often either derail a project or lead to its success This well updated new edition features expanded content on agile project management with a new scrum case study exploration of hybrid project management techniques and new content on the history of project management working with remote and international project teams and Earned Value Management Understanding Project Management clearly presents key waterfall agile and hybrid project management concepts with examples to enhance learning This practical guide is an invaluable resource for project management courses at colleges and universities in the US and Canada *Project Management Tools and Techniques* Deborah Sater Carstens, Gary L. Richardson, 2019-11-04 The topic of project management is truly an evolution of art seeking science This activity involves balancing project objectives against the constraints of time budget and quality Achieving this

balance requires skill experience along with the use of many tools and techniques which are the focus of this book This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge PMBOK Guide sixth edition The chapter structure includes step by step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes To reinforce the textbook s learning objectives extra material is provided on the textbook website This includes mechanical tool examples and lab assignments representative of the chapter topics An external video tutorial library is available to help with various mechanics related to Microsoft Project mechanics An instructor manual is available for qualifying adoptions for classroom use NOTE Chapter 26 is not in the textbook and is only located in the book s Downloads tab on the CRCPress com website Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates as productivity enhancement tools Includes supplemental material for students and instructors Provides assignments for hands on experience Follows the PMI PMBOK Guide model structure that will support a better understanding of the model and help prepare students for PMP and CAPM certification Illustrates both traditional and contemporary management techniques

How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

Understanding Project Management, Second Edition Dave C. Barrett, 2021-05-10 In the second edition of Understanding Project Management skilled expert Dave C Barrett offers a well updated practical real world guide for current and aspiring project managers Using concise and approachable language the second edition features new concept illustrations a greater consistency with the Project Management Body of Knowledge terminology and additional case studies

in the updated instructor resources Taking the reader through an ongoing case study from initiation to completion the text reinforces the importance of managing key aspects of a project including its scope quality schedule and budget and explores the less tangible challenges that can often derail a project or lead to its success This newly updated edition offers authentic project management documents produced alongside the project case study and equips readers with a solid understanding of why specific processes are used why certain decisions are made and how pieces of project management fit together Suitable for any discipline or industry Understanding Project Management Second Edition promises to be an engaging and worthwhile read

FEATURES Additional key terms illustrations practical examples and references to the Project Management Body of Knowledge Sixth Edition Readers follow an ongoing case study gaining insight into the thought processes and resulting actions of a project manager including the creation of project documents Robust instructor resources include new case studies that can be used for in class activities and case study extensions of additional situations and problems to discuss with students

Enterprise Project Management Hagit Landman, 2008-07-15 This guide illustrates how to implement an EPM solution to better meet an organization's project management goals based on the Project Management Institute's proven methodologies in the third edition of PMBOK using Microsoft's Project Server 2007 Project Professional and SharePoint technology

Managing Professional Service Delivery Barry M. Mundt, Francis J. Smith, Stephen D. Egan Jr., 2014-06-05 Although the nature of service delivery varies significantly from profession to profession the way the service is delivered tends to be fairly consistent among professions or at least it should be A step by step guide Managing Professional Service Delivery 9 Rules for Success describes in detail how to achieve the internal discipline and control necessary to manage professional service engagements and long term success in the professional services industry It details engagement tested methods for success at every step in delivering a professional service and includes real life examples from a number of professional service organizations Here's What You Get The steps for how to develop your niche in the marketplace A structure for how to manage professional service delivery from start to finish Tips on how to set up an environment and develop a culture that will result in superior service delivery such that the delivery process incorporates rigorous internal discipline and control Discussion of rapid implementation and deployment concepts that can be attained without compromising internal discipline and control Examples of documentation standards for professional service proposals and deliverables reports Discussion of application of the 9 Rules for Success in two engagements conducted by the authors The authors draw on their many years of experience in the field of management science to lay out procedures tools and techniques that address each step of the life cycle of an engagement from definition of the services to be delivered to evaluation of the results with the client They take a back to basics approach that can be used in any size organization from a sole practitioner to a firm of up to 75 practitioners and support staff as well as larger firms that also may be experiencing sustainability issues with their process improvement initiatives The book guides you starting with the 9 Rules through the

maze of obstacles in delivering your professional service Project Management Simplified Barbara Karten,2016-01-06 Are projects a problem for you Do your projects cost too much take too long or are just not quite right If so Project Management Simplified A Step by Step Process is the book for you It applies well defined processes for managing projects to managing change in our lives It describes an approach modeled on a process used successfully in busi Project Management JumpStart Kim Heldman,2011-05-17 The best first step toward a career in project management Cover IT Best Practices Tom C. Witt,2016-04-19 Consistent success does not happen by chance It occurs by having an understanding of what is happening in the environment and then having the skills to execute the necessary changes Ideal for project IT and systems development managers IT Best Practices Management Teams Quality Performance and Projects details the skills knowledge and a **Software Requirements Essentials** Karl Wiegers,Candase Hokanson,2023-03-16 20 Best Practices for Developing and Managing Requirements on Any Project Software Requirements Essentials presents 20 core practices for successful requirements planning elicitation analysis specification validation and management Leading requirements experts Karl Wiegers and Candase Hokanson focus on the practices most likely to deliver superior value for both traditional and agile projects in any application domain These core practices help teams understand business problems engage the right participants articulate better solutions improve communication implement the most valuable functionality in the right sequence and adapt to change and growth Concise and tightly focused this book offers just enough pragmatic how to detail for you to apply the core practices with confidence whether you re a business analyst requirements engineer product manager product owner or developer Using it your entire team can build a shared understanding of key concepts terminology techniques and rationales and work together more effectively on every project Learn how to Clarify problems define business objectives and set solution boundaries Identify stakeholders and decision makers Explore user tasks events and responses Assess data concepts and relationships Elicit and evaluate quality attributes Analyze requirements and requirement sets create models and prototypes and set priorities Specify requirements in a consistent structured and well documented fashion Review test and manage change to requirements I once read the ten best selling requirements engineering books of the prior ten years This one book succinctly presents more useful information than those ten books combined Mike Cohn author of User Stories Applied and co founder Scrum Alliance Diamonds come about when a huge amount of carbon atoms are compressed Karl and Candase have done something very similar they have compressed their vast requirements knowledge into 20 gems they call core practices These practices are potent stuff and I recommend that they become part of everyone s requirements arsenal James Robertson author of Mastering the Requirements Process and Business Analysis Agility Long story short if you are going to read only one requirements book this is it Software Requirements Essentials distills the wealth of information found in Software Requirements and many other texts down to twenty of the most important requirements activities that apply on nearly all projects Today s busy BA simply doesn t have

the time to read a lengthy instructive guide front to back But they should find the time to read this book From the Foreword by Joy Beatty COO ArgonDigital Software Requirements Essentials will be a high value addition to your business analysis library Anyone looking to improve their business analysis practices will find great practical advice they ll be able to apply immediately Laura Paton Principal Consultant BA Academy Inc Register your book for convenient access to downloads updates and or corrections as they become available See inside book for details Executive MBA in IT - City of London College of Economics - 12 months - 100% online / self-paced City of London College of Economics, Overview An MBA in information technology or a Master of Business Administration in Information Technology is a degree that will prepare you to be a leader in the IT industry Content Managing Projects and IT Information Systems and Information Technology IT Manager s Handbook Business Process Management Human Resource Management Principles of Marketing The Leadership Just What Does an IT Manager Do The Strategic Value of the IT Department Developing an IT Strategy Starting Your New Job The First 100 Days etc Managing Operations Cut Over into Operations Agile Scrum Project Management IT Portfolio Management The IT Organization etc Introduction to Project Management The Project Management and Information Technology Context The Project Management Process Groups A Case Study Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk Management Project Procurement Management Project Stakeholder Management 50 Models for Strategic Thinking English Vocabulary For Computers and Information Technology Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link **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 Implementing Quality in Laboratory Policies and Processes Donnell R. Christian Jr.,Stephanie Drilling,2009-11-24 In order to gain accreditation every laboratory must have a superior quality assurance program The keys to a successful program are the operational and technical manuals and associated documents which define the program and its various components Written by experts with global experience in setting up laboratories Implementing Quality in Labora 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 *Writing and Managing SOPs for GCP* Susanne Prokscha,2015-07-29 Writing and Managing SOPs for GCP is the first book to discuss managing Standard Operating Procedures SOPs for Good Clinical Practice GCP from conception to retirement It recommends approaches that have a direct impact on improving SOP and regulatory compliance Throughout the text the book provides a user s point of view to keep topics focus

Project Health Assessment Paul S. Royer, PMP,2014-10-24 Project managers sponsors team members and involved stakeholders know when things aren t going well A frequent first indication is a missing or errant process Project Health Assessment presents an innovative approach for assessing project processes through a set of ten critical success factors based on PMI s PMBOK Guide knowledge areas The findings from such assessments can help project managers reduce project risk improve stakeholder satisfaction and increase the likelihood of project success as demonstrated by 30 assessments done over 15 years of putting this approach into practice Project Health Assessment breaks down each PMBOK Guide knowledge area into its process steps inputs and outputs and then creates critical success factor questions that evaluate its effectiveness and potential risk These questions can be used by project managers to establish sufficient project processes or by external entities to evaluate a project and assess its overall risk The book illustrates critical success factor points through numerous case studies including a step by step example of how to conduct a project health assessment from engagement acquisition through startup initial assessment and periodic follow up assessments The book provides several downloadable document spreadsheet and scheduling templates that practitioners can customize and use in their projects Using these tools you can avoid or minimize the cost of failed projects to your organization

Implementing an Information Security Management System Abhishek Chopra,Mukund Chaudhary,2019-12-09 Discover the simple steps to implementing information security standards using ISO 27001 the most popular information security standard across the world You ll see how it offers best practices to be followed including the roles of all the stakeholders at the time of security framework implementation post implementation and during monitoring of the implemented controls Implementing an Information Security Management System provides implementation guidelines for ISO 27001 2013 to protect your information assets and ensure a safer enterprise environment This book is a step by step guide on implementing secure ISMS for your organization It will change the way you interpret and implement information security in your work area or organization What You Will Learn Discover information safeguard methods Implement end to end information security Manage risk associated with information security Prepare for audit with associated roles and responsibilities Identify your information risk Protect your information assets Who This Book Is For Security professionals who implement and manage a security framework or security controls within their organization This book can also be used by developers with a basic

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