# 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	123456-78	Date	DD/MM/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, it 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.		

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management work undertaken on any project regardless of the industry or the nature of the work involved The book maintains a focus on practical and sensible tools and techniques rather than academic theories It examines five different projects and traces their development from a project scope management perspective from project initiation to the end of the execution and control phases The types of projects considered include CRM system implementation mobile number portability port upgrade energy efficient house design and airport check in kiosk software After reading this book you will learn how to create project charters high level scope detailed requirements specifications requirements management plans traceability matrices and a work breakdown structure for the projects covered Project Manager's Spotlight on Risk Management Kim Heldman, 2005-04-18 Clear Cut Ways to Manage Project Risk If you re a typical project manager you re probably aware of the importance of risk management but may not have the time or expertise to develop a full blown plan This book is a guick and practical guide to applying the disciplines of proven risk management practices without the rigor of complex processes Part of the Project Manager's Spotlight series from Harbor Light Press this straightforward book offers solutions to real life risk scenarios Inside best selling author Kim Heldman highlights critical components of risk management and equips you with tools techniques checklists and templates you can put to use immediately By following a realistic case study from start to finish you ll see how a project manager deals with each concept Ultimately this book will help you anticipate prevent and alleviate major project risks Project Manager's Spotlight on Risk Management teaches you how to Look for and document risk Anticipate why projects fail Prevent scope and schedule risks Analyze and prioritize risks Develop implement and monitor risk response plans And much more

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