

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>

Sample Scope Document Template

Andrew Scott, David Broom



Sample Scope Document Template:

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 **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 *Project*

Management Skills for Instructional Designers M. T. Cox Dorcas M. T. Cox, Dorcas M. T. Cox, Dorcas Cox, 2009-12 This book exposes the reader to a comprehensive overview of instructional design using the Instructional Systems Design ISD or ADDIE model and project management techniques based on the framework and standards of the Project Management Institute and the Project Management Body of Knowledge PMBOK Guide best practices Throughout the book ADDIE and project management are united in a four step combo Readers are taught to groove two disciplines to one beat Project Management Skills for Instructional Designers is intended to captivate the interest of the following audience instructional designers

training managers and directors training consultants human resources managers performance consultants and project managers This practical guide uses the creative approach of storytelling to present the content in a way that is realistic and sequential to the way an instructional designer may work A case scenario where an instructional designer is given a mandate by the boss to design develop and deliver automated sales management training is the story line around which the two disciplines are applied in the four step combo 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 *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

Professional Alfresco David Caruana, John Newton, Michael Farman, Michael Uzquiano, Kevin Roast, 2010-12-13 A timely and authoritative guide written by the Chief Architect and Founder of Alfresco Alfresco is considered the leading open source solution for Web and Content Management What makes Alfresco unique is its services which can be easily extended with web scripts via RESTful services Written by an author team that includes the chief architect and the founder of Alfresco this comprehensive guide provides in depth coverage of the Alfresco architecture and services and shows how to extend them through Web scripts to meet real business needs You ll learn how to use Alfresco services to create effective content management solutions while detailed code examples show you how to extend Alfresco with Web scripts using RESTful services to deliver custom solutions Features detailed working code examples that demonstrate how to extend Alfresco with Web scripts Written by the Chief Architect and other key Alfresco insiders ensuring that this book is both authoritative and up to date Shows how to integrate Alfresco with Drupal and Joomla portal solutions Covers the upcoming Alfresco 3.2 release Includes real world case examples of increasing levels of sophistication and complexity The companion Web site contains all source code examples in the book You ll benefit from this timely resource that shows how to get the most from Alfresco for specific business requirements

Project Management for Healthcare Informatics Susan Houston, Lisa Anne Bove, 2007-11-25 Through its use of real clinical examples this book provides an explanation of the project management process tailored for nurses It first describes in detail the project management process along with its relationship to the phases of the project life cycle Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle With the aid of case studies and project examples the book then examines how to apply these principles in the day to day work of the nurse whether manager staff nurse educator researcher or informatician

Operator Training Simulator Handbook Joseph Philip, Frank David Todd, 2022-04-14 Make the most of OTS systems in operator training and engineering Key Features Learn OTS project delivery best practices from the author s 30 years of experience Explore use cases to understand how your OTS systems can maximize ROI for users Discover how to best develop OTS training models for developers and users Book Description Operator training simulators in the process industry have been around since the 1970s but you may not find a book that documents the development of these systems and the standard best practices The Operator Training Simulator Handbook covers best practices for OTS engineering and OTS training development and delivery starting from the basic the jargon and the

different types of OTS systems It will take you through the best approaches to project specification as well as building maintenance planning and delivering these systems by sharing real life experiences and dos and don ts As you advance you ll uncover the various challenges in the planning and delivery of operator training models and understand how to address those by working through real world projects This book helps in specifying the best fit for purpose choosing a cost effective system when acquiring an OTS You ll also learn how you can turn your OTS projects into digital twins before finally learning all about documentation in a typical OTS project covering the sample structure that you can use as a starting point in your projects By the end of the book you ll have learned best practices for developing operator training simulator systems and have a reference guide to overcome common challenges What you will learn Become familiar with the OTS jargon to set a base for understanding OTS aspects Implement training planning methods that have been tried and tested in the industry for many years Get to grips with writing well planned documentation for your OTS project Review new model suggestions to maximize benefits of the OTS systems and the actual ICSS control systems to maximize ROI for users Understand Cloud OTS systems as a new way to address some of the common issues that developers and users face Create digital twins of your OTS projects Who this book is for This book is for suppliers who build and deliver OTS systems OTS buyers or companies looking to invest in these systems Anyone with an interest in OTS systems including university students or graduates who will work on these systems will find this book useful Basic knowledge of either OTS systems ICSS control systems or process engineering will help you grasp the concepts covered in this book Project Management for Non-project Managers Jack Ferraro, 2012 A seasoned project management consultant introduces critical project management skills tools and techniques Includes case studies checklists and exercises

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