NHS Education for Scotland

Project Scope Document

Project Title	
Project Leader	

Details of Project

Project Aim and Purpose

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).

Project Objectives

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).

Out of Scope

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).

Benefits Identification

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).

Research of Previous/Existing Projects

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?

Equality & Diversity

Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?

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Michael Brown

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