

# 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.		

# Sample Project Scope Document

**L Darling-Hammond**



## **Sample Project Scope Document:**

*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

**The Data Warehouse Lifecycle Toolkit** Ralph Kimball, Margy Ross, Warren Thornthwaite, Joy Mundy, Bob Becker, 2011-03-08 A thorough update to the industry standard for designing developing and deploying data warehouse and business intelligence systems The world of data warehousing has changed remarkably since the first edition of *The Data Warehouse Lifecycle Toolkit* was published in 1998 In that time the data warehouse industry has reached full maturity and acceptance hardware and software have made staggering advances and the techniques promoted in the premiere edition of this book have been adopted by nearly all data warehouse vendors and practitioners In addition the term business intelligence emerged to reflect the mission of the data warehouse wrangling the data out of source systems cleaning it and delivering it to add value to the business Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience The authors understand first hand that a data warehousing business intelligence DW BI system needs to change as fast as its surrounding organization evolves To that end they walk you through the detailed steps of designing developing and deploying a DW BI system You ll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions

**Project+ Study Guide** William Heldman, Lona Cram, 2006-02-20 Here s the book you need to prepare for the latest version of CompTIA s Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file

**IT Project+ Study Guide** William Heldman, Lona Cram, 2006-07-14 Here s the book you need to prepare for the latest version of CompTIA s IT Project exam This Study Guide was developed to meet the exacting requirements of today s certification

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Alissa Knight, 2020-03-17 A field manual on contextualizing cyber threats vulnerabilities and risks to connected cars through penetration testing and risk assessment Hacking Connected Cars deconstructs the tactics techniques and procedures TTPs used to hack into connected cars and autonomous vehicles to help you identify and mitigate vulnerabilities affecting cyber physical vehicles Written by a veteran of risk management and penetration testing of IoT devices and connected cars this book provides a detailed account of how to perform penetration testing threat modeling and risk assessments of telematics control units and infotainment systems This book demonstrates how vulnerabilities in wireless networking Bluetooth and GSM can be exploited to affect confidentiality integrity and availability of connected cars Passenger vehicles have experienced a massive increase in connectivity over the past five years and the trend will only continue to grow with the expansion of The Internet of Things and increasing consumer demand for always on connectivity Manufacturers and OEMs need the ability to push updates without requiring service visits but this leaves the vehicle s systems open to attack This book examines the issues in depth providing cutting edge preventative tactics that security practitioners researchers and vendors can use to keep connected cars safe without sacrificing connectivity Perform penetration testing of infotainment systems and telematics control units through a step by step methodical guide Analyze risk levels surrounding vulnerabilities and threats that impact confidentiality integrity and availability Conduct penetration testing using the same tactics techniques and procedures used by hackers From relatively small features such as automatic parallel parking to completely autonomous self driving cars all connected systems are vulnerable to attack As connectivity becomes a way of life the need for security expertise for in vehicle systems is becoming increasingly urgent Hacking Connected Cars provides practical comprehensive guidance for keeping these vehicles secure

**Cybersecurity Architect's Handbook** Lester Nichols, 2024-03-29 Discover the ins and outs of cybersecurity architecture with this handbook designed to enhance your expertise in implementing and maintaining robust security structures for the ever evolving digital landscape Key Features Gain insights into the cybersecurity architect role and master key skills to excel in it Acquire a diverse skill set for becoming a cybersecurity architect through up to date practical examples Discover valuable tips and best practices to launch your career in cybersecurity Purchase of the print or Kindle book includes a free PDF eBook Book Description Stepping into the role of a Cybersecurity Architect CSA is no mean feat as it requires both upskilling and a fundamental shift in the way you view cybersecurity altogether Cybersecurity Architect s Handbook is an all encompassing guide introducing the essential skills for aspiring CSAs outlining a path for cybersecurity engineers and newcomers to evolve into architects and sharing best practices to enhance the skills of existing CSAs Following a brief introduction to the role and foundational concepts this book will help you understand the day to day challenges faced by CSAs supported by practical examples You ll gain insights into assessing and improving your organization s security posture concerning system hardware and software security You ll also get to grips with setting user and system policies and protocols through effective monitoring and enforcement along with

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**Handbook of Emergency Response** LeeAnn Racz,Adedeji B. Badiru,2025-09-12 Despite pre emptive preparations disasters can and do occur and are a fact of life Whether natural disasters catastrophic accidents or terrorist attacks the risk cannot be completely eliminated A carefully prepared response is your best defense This fully updated second edition of the Handbook of Emergency Response presents practical advice and guidelines on how to plan the coordinated execution of emergency response This handbook incorporates human factors and a systems engineering approach to emergency response project management It provides cutting edge research in developing a systematic structure for communication cooperation and coordination Managing a project in the wake of a tragedy is complicated and involves various emotional sentimental

reactive and chaotic responses This is the time when a structured communication model is most needed This second edition includes important lessons learned and developments since the first edition was published as well as additional information devoted to systems thinking and industrial engineering in planning for responses to emergencies The reader will develop a thorough understanding of how to handle an emergency response using a systems approach The handbook is an ideal purchase for any student or practitioner of human factors safety systems engineering events management local or federal governance or those in the emergency services

**Project Management Theory and Practice, Third Edition** Gary L. Richardson, Brad M. Jackson, 2018-07-27 Project Management Theory and Practice Third Edition gives students a broad and real flavor of project management Bringing project management to life it avoids being too sterile academic and too narrowly focused on a particular industry view It takes a model based approach towards project management commonly used in all industries The textbook aligns with the latest version of the Project Management Institute's Project Management Body of Knowledge PMBOK Guide which is considered to be the de facto standard for project management However it avoids that standard's verbiage and presents students with readable and understandable explanations Core chapters align with the Project Management Institute's model as well as explain how this model fits real world projects The textbook can be used as companion to the standard technical model and help those studying for various project management certifications The textbook takes an in depth look at the following areas important to the standard model Work Breakdown Structures WBS Earned Value Management EVM Enterprise project management Portfolio management PPM Professional responsibility and ethics Agile life cycle The text begins with a background section Chapters 1-9 containing material outside of the standard model structure but necessary to prepare students for the 10 standard model knowledge areas covered in the chapters that follow The text is rounded out by eight concluding chapters that explain advanced planning approaches models and projects external environments Recognizing that project management is an evolving field the textbook includes section written by industry experts who share their insight and expertise on cutting edge topics It prepares students for upcoming trends and changes in project management while providing an overview of the project management environment today In addition to guiding students through current models and standards Project Management Theory and Practice Third Edition prepares students for the future by stimulating their thinking beyond the accepted pragmatic view

**The Security Risk Assessment Handbook** Douglas J. Landoll, Douglas Landoll, 2005-12-12 The Security Risk Assessment Handbook A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to conduct an information security risk assessment Designed for security professionals and their customers who want a more in depth understanding of the risk assessment process this volume contains real world

**CompTIA Project+ Study Guide** Kim Heldman, William Heldman, 2010-05-24 Prepare for CompTIA's newly updated Project certification exam CompTIA is offering the first major update to its Project certification in six years and this in depth study guide from project management industry experts Kim

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*Work Breakdown Structures for Projects, Programs, and Enterprises* Gregory T. Haugan PhD, PMP,2008-08-01 Become an Expert on the Work Breakdown Structure The basic concept and use of the work breakdown structure WBS are fundamental in project management In Work Breakdown Structures for Projects Programs and Enterprises author Gregory T Haugan originator of the widely accepted 100 percent rule offers an expanded understanding of the WBS concept illustrating its principles and applications for planning programs as well as its use as an organizing framework at the enterprise level Through specific examples this book will help you understand how the WBS aids in the planning and management of all functional areas of project management With this valuable resource you will be able to Tailor WBSs to your organization s unique requirements using provided checklists and principles Develop and use several types of WBS Use WBS software to gain a competitive edge Apply the 100 percent rule when developing a WBS for a project or program Establish a WBS for a major construction project using included templates Understand portfolio management and establish an enterprise standard WBS

**Project Management JumpStart** Kim Heldman,2010-09-09 Prepare for a Project Management Career Fast Project Management JumpStart gives you the solid grounding you need to approach a career in project management with confidence Understanding the skills of a successful project manager Creating project schedules and budgets Winning the support of department managers Monitoring project progress and taking corrective action Communicating and negotiating effectively Motivating the people on whom the project depends Documenting the project clearly and professionally

*Managing A Network Vulnerability Assessment* Thomas R. Peltier,Justin Peltier,John A. Blackley,2017-07-27 The instant access that hackers have to the latest tools and techniques demands that companies become more aggressive in defending the security of their networks Conducting a network vulnerability assessment a self induced hack attack identifies the network components and faults in policies and



procedures that expose a company to the damage caused by malicious network intruders Managing a Network Vulnerability Assessment provides a formal framework for finding and eliminating network security threats ensuring that no vulnerabilities are overlooked This thorough overview focuses on the steps necessary to successfully manage an assessment including the development of a scope statement the understanding and proper use of assessment methodology the creation of an expert assessment team and the production of a valuable response report The book also details what commercial freeware and shareware tools are available how they work and how to use them By following the procedures outlined in this guide a company can pinpoint what individual parts of their network need to be hardened and avoid expensive and unnecessary purchases

**Official (ISC)2 Guide to the CISSP CBK - Fourth Edition** Adam Gordon,2015-03-11 As an information security professional it is essential to stay current on the latest advances in technology and the effluence of security threats Candidates for the CISSP certification need to demonstrate a thorough understanding of the eight domains of the CISSP Common Body of Knowledge CBK along with the ability to apply this indepth knowledge to daily practices Recognized as one of the best tools available for security professionals specifically for the candidate who is striving to become a CISSP the Official ISC Guide to the CISSP CBK Fourth Edition is both up to date and relevant Reflecting the significant changes in the CISSP CBK this book provides a comprehensive guide to the eight domains Numerous illustrated examples and practical exercises are included in this book to demonstrate concepts and real life scenarios Endorsed by ISC and compiled and reviewed by CISSPs and industry luminaries around the world this textbook provides unrivaled preparation for the certification exam and is a reference that will serve you well into your career Earning your CISSP is a respected achievement that validates your knowledge skills and experience in building and managing the security posture of your organization and provides you with membership to an elite network of professionals worldwide

Project Management ToolBox Dragan Z. Milosevic,2003-06-16 Provides a rare look at the situational framework used in building a project management toolbox Includes real world examples of toolboxes used in a variety of project situations Bridges the gap between theoretical and applied project management

How to Complete a Risk Assessment in 5 Days or Less Thomas R. Peltier,2008-11-18 Successful security professionals have had to modify the process of responding to new threats in the high profile ultra connected business environment But just because a threat exists does not mean that your organization is at risk This is what risk assessment is all about How to Complete a Risk Assessment in 5 Days or Less demonstrates how to identify threats your company faces and then determine if those threats pose a real risk to the organization To help you determine the best way to mitigate risk levels in any given situation How to Complete a Risk Assessment in 5 Days or Less includes more than 350 pages of user friendly checklists forms questionnaires and sample assessments Presents Case Studies and Examples of all Risk Management Components based on the seminars of information security expert Tom Peltier this volume provides the processes that you can easily employ in your organization to assess risk Answers such FAQs as Why should a risk analysis be

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