

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, 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.		

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David Baud



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Table of Contents Sample Project Scope Document Harborlight Management

1. Understanding the eBook Sample Project Scope Document Harborlight Management
 - The Rise of Digital Reading Sample Project Scope Document Harborlight Management
 - Advantages of eBooks Over Traditional Books
2. Identifying Sample Project Scope Document Harborlight Management
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Sample Project Scope Document Harborlight Management
 - User-Friendly Interface
4. Exploring eBook Recommendations from Sample Project Scope Document Harborlight Management
 - Personalized Recommendations

- Sample Project Scope Document Harborlight Management User Reviews and Ratings
- Sample Project Scope Document Harborlight Management and Bestseller Lists
- 5. Accessing Sample Project Scope Document Harborlight Management Free and Paid eBooks
 - Sample Project Scope Document Harborlight Management Public Domain eBooks
 - Sample Project Scope Document Harborlight Management eBook Subscription Services
 - Sample Project Scope Document Harborlight Management Budget-Friendly Options
- 6. Navigating Sample Project Scope Document Harborlight Management eBook Formats
 - ePub, PDF, MOBI, and More
 - Sample Project Scope Document Harborlight Management Compatibility with Devices
 - Sample Project Scope Document Harborlight Management Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Sample Project Scope Document Harborlight Management
 - Highlighting and Note-Taking Sample Project Scope Document Harborlight Management
 - Interactive Elements Sample Project Scope Document Harborlight Management
- 8. Staying Engaged with Sample Project Scope Document Harborlight Management
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Sample Project Scope Document Harborlight Management
- 9. Balancing eBooks and Physical Books Sample Project Scope Document Harborlight Management
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Sample Project Scope Document Harborlight Management
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Sample Project Scope Document Harborlight Management
 - Setting Reading Goals Sample Project Scope Document Harborlight Management
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Sample Project Scope Document Harborlight Management
 - Fact-Checking eBook Content of Sample Project Scope Document Harborlight Management

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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