

# 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
<b>Project Name</b>			
<b>Project Objectives</b>	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.		
<b>Product Scope Definition</b>	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.		
<b>Project Requirements</b>	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.		
<b>Project Boundaries</b>	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.		
<b>Project Deliverables</b>	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.		
<b>Product Acceptance Criteria</b>	Defines the process and criteria for accepting completed products.		
<b>Project Constraints</b>	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.		
<b>Project Assumptions</b>	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.		
<b>Initial Project Organization</b>	The members of the project team, as well as stakeholders, are identified. The organization of the project is also documented.		
<b>Schedule Milestones</b>	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.		
<b>Fund Limitation</b>	Describes any limitation placed upon funding for the project, whether in total value or over specified timeframes.		
<b>Approval Requirements</b>	Identifies approval requirements that can be applied items such as project objectives, deliverables, documents, and work.		

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**JL Elias**



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Handbook of Industrial Engineering Gavriel Salvendy, 2001-05-25 Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity quality and competitiveness and improving the quality of working life in manufacturing and service industries This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications technology performance improvement management management planning and design control and decision making methods Completely updated and expanded to reflect nearly a decade of important developments in the field this Third Edition features a wealth of new information on project management supply chain management and logistics and systems related to service industries Other important features of this essential reference include More than 1 000 helpful tables graphs figures and formulas Step by step descriptions of hundreds of problem solving methodologies Hundreds of clear easy to follow application examples Contributions from 176 accomplished international professionals with diverse training and affiliations More than 4 000 citations for further reading The Handbook of Industrial Engineering Third Edition is an immensely useful one stop resource for industrial engineers and technical support personnel in corporations of any size continuous process and discrete part manufacturing industries and all types of service industries from healthcare to hospitality from retailing to finance Of related

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organization committed to providing competitive high quality products and safe productive work environments John F Smith  
Jr Chairman of the Board Chief Executive Officer and President General Motors Corporation From the Foreword **Project  
Management for Parents** Hilary Kinney, PMP, 2021-11-02 Transform chaos into cooperation gain control of your household  
and achieve your family goals together Former Ritz Carlton project manager Hilary Kinney applies decades of proven project  
management experience to parenting helping busy families get organized strengthen relationships and reduce stress The fast  
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developers of Analysis Services at Microsoft this book begins with an overview showing how Analysis Services and MDX can  
be used to build data warehouses and multidimensional databases The authors then describe the development processes for  
building dimensions and cubes from various data sources Demonstrating a variety of techniques in real world scenarios the  
book shows how MDX can be used to query databases to provide sophisticated analysis of business problems Finally the book  
explains how Analysis Services can be used with other components of SQL Server including DTS data mining and Report  
Services to provide comprehensive end to end solutions **Lean Architecture** Michael F. Czap, Gregory T.  
Buchanan, 2021-04-13 Apply lean principles to your next architectural project and improve your bottom line with the help of  
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via the application of lean concepts and process management Authors Michael Czap and Gregory Buchanan challenge  
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*IT Project Management: On Track from Start to Finish, Third Edition* Joseph Phillips,2010-03-22 Master IT Project Management This practical up to date guide explains how to successfully manage an IT project and prepare for CompTIA Project certification IT Project Management On Track from Start to Finish Third Edition walks you through each step of the IT project management process covering critical strategies for on time and within budget projects You ll get proven methods for initiating a project selecting qualified team members conferring with management establishing communication setting realistic timetables tracking costs and closing a project Learn how to Define project requirements and create the project charter Create a feasibility study and establish project priority Determine strategy and obtain management approval Manage project scope and determine project expenses Build the project management plan Organize and lead a project team Track progress and calculate the Cost Performance Index CPI Implement changes to the project plan Perform continuous quality management Complete the project and assess deliverables On the CD CompTIA Project practice exam Project management video training from the author Ready to use templates and worksheets Complete e book Joseph Phillips PMP CompTIA Project is the Director of Education for Project Seminars He is the author of PMP Project Management Professional Study Guide Second Edition CAPM PMP Project Management Certification All in One Exam Guide Second Edition CBAP Certified Business Analysis Professional All in One Exam Guide and PgMP Program Management Professional All in One Exam Guide

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**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

*Software Project Management Kit For Dummies?* Greg Mandanis,Allen Wyatt,2000-05-11 The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start Friendly practical advice is combined with the latest software in this For Dummies edition Follow your expert guide through planning development testing and implementation the first steps to your project s success Then get your hands on scheduling assigning resources and estimating costs and best of all making your software happen The book s CD ROM includes trial versions of Microsoft Project 2000 Soffrant TRACK and Cost Xpert as well as templates and a wealth of other planning tools

**Engineers' Guide to Technical Writing** Kenneth G. Budinski,2001 The ability to write clearly is essential for career advancement in any technical field This book provides easy to follow guidelines methods and rules that will make you a more efficient technical writer Whether you re an experienced writer or a reluctant one you will benefit from the many insights and tips presented in this book Describes how to write clearly and concisely by presenting the essential attributes methods and objectives of good technical writing Provides an easy to follow writing strategy that will help you arrange and prioritize your thinking before you actually start to write Includes techniques that make good writing less of a challenge Features checklists and step by step procedures that will help even the most reluctant writer The author is a practicing engineer who understands the need for writing in a practical no nonsense style Through numerous examples tips and rules you will learn how to write effective memos documents and technical reports that will get results and help you advance your career

*Publication of Science Data on CD-ROM: A Guide and Example* Gary Angelici,1993

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