

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.		

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Table of Contents Project Scope Document Example

1. Understanding the eBook Project Scope Document Example
 - The Rise of Digital Reading Project Scope Document Example
 - Advantages of eBooks Over Traditional Books
2. Identifying Project Scope Document Example
 - 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 Project Scope Document Example
 - User-Friendly Interface
4. Exploring eBook Recommendations from Project Scope Document Example
 - Personalized Recommendations
 - Project Scope Document Example User Reviews and Ratings

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