

# 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.		

# Project Scope Document Example

**Kim Heldman**



## **Project Scope Document Example:**

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

*Cost and Value Management in Projects* Ray R. Venkataraman, Jeffrey K. Pinto, 2023-03-28 Cost and Value Management in Projects Project manager s guide to achieving cost efficiency and value optimization thoroughly updated with new cases examples and problem sets The newly revised and updated Second Edition of Cost and Value Management in Projects provides project managers with a thorough understanding of the various dimensions of cost and value in projects along with the factors that impact them and the managerial approaches for achieving cost efficiency and value optimization Whereas most cost management books discuss the topic from a tactical perspective such as through the use of simple budgeting or Earned Value Analysis this Second Edition addresses cost from a strategic perspective examining project management decision areas that have the potential to enhance value and providing an integrated framework for managing cost The Second Edition includes updates to key topic areas such as project benefits realization updated end of chapter exercises such as discussion questions and problem sets updated case studies and new spreadsheet analytic techniques and examples Written by two highly qualified authors with significant experience in the field Cost and Value Management in Projects includes information on Value management through value planning engineering and analysis from the perspective of projects and best practices on how to avoid common pitfalls in managing cost and value Organization strategy and project selection organization structure and culture project definition and contracts and estimating project times and cost Developing project plans and schedules managing risk scheduling resources and cost reducing project duration leadership performance measurement and project closure Attainment of value in complex environmental settings and benefits of effective project management Cost and Value Management in Projects is an essential resource on the subject for stakeholders at all corporate and government levels including executives measuring performance middle level corporate managers project and team managers engineers project team members and business consultants along with students in related programs of study

*Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction* Stuart D. Anderson, Keith Robert Molenaar, Cliff J. Schexnayder, National Cooperative Highway Research Program, 2007

Software Engineering Kassem A. Saleh, 2009 This book provides the software engineering fundamentals principles and skills needed to develop and maintain high quality software products It covers requirements specification design implementation testing and management of software projects It is aligned with the SWEBOK Software Engineering Undergraduate Curriculum Guidelines and ACM Joint Task Force Curricula on Computing

Producing Video Podcasts Richard Harrington, 2012-08-06 Video production pros join the podcast bandwagon with this concise tailored information on how to creatively adapt their skills to this unique new medium

*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

**Building and Managing the Meta Data Repository** David Marco, 2000 This is the first book to tackle the subject of meta data in data warehousing and the results are spectacular David Marco has written about the subject in a way that is approachable practical and immediately useful Building and Managing the Meta Data Repository A Full Lifecycle Guide is an excellent resource for any IT professional Steve Murchie Group Product Manager Microsoft Corporation Meta data repositories can provide your company with tremendous value if they are used properly and if you understand what they can and can t do Written by David Marco the industry s leading authority on meta data and well known columnist for DM Review this book offers all the guidance you ll need for developing deploying and managing a meta data repository to gain a competitive advantage After illustrating the fundamental concepts Marco shows you how to use meta data to increase your company s revenue and decrease expenses You ll find a comprehensive look at the major trends affecting the meta data industry as well as steps on how to build a repository that is flexible enough to adapt to future changes This vendor neutral guide also includes complete coverage of meta data sources standards and architecture and it explores the full gamut of practical implementation issues Taking you step by step through the process of implementing a meta data repository Marco shows you how to Evaluate meta data tools Build the meta data project plan Design a custom meta data architecture Staff a repository team Implement data quality through meta data Create a physical meta data model Evaluate meta data delivery requirements The CD ROM includes A

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*Building a Better Data Warehouse* Don Meyer, Casey Cannon, 1998 This book cuts through the hype and theory about data warehousing and gets down to the basics of walking every member of the team through the design and implementation of a data warehouse Beyond how to do it this book is an implementation methodology that helps project teams identify who will be doing what and what tools each member will need PMP Project Management Professional Study Guide, Fifth Edition Joseph Phillips, 2018-02-02 This fully integrated study resource is completely updated for the PMBOK Sixth Edition This highly effective self study guide contains all of the information you need to prepare for the latest version of the challenging Project Management Professional exam Electronic content includes the Total Tester customizable exam engine worksheets reference PDFs and more than an hour of video training from the author Fully updated for the Sixth Edition of the PMI Project Management Body of Knowledge PMBOK Guide PMP Project Management Professional Study Guide Fifth Edition contains more than 900 accurate practice exam questions Each chapter includes a list of objectives covered a chapter review key terms a two minute drill and a self test with detailed explanations for both the correct and incorrect answer choices Offers 100% coverage of all official objectives for the PMP exam Downloadable full color memory card for studying anywhere Written by a project management consultant and bestselling author PMP Project Management Professional Study Guide, Fourth Edition Joseph Phillips, 2013-07-19 The best fully integrated study system available for the PMP exam Fully updated for the current PMI Project Management Body of Knowledge PMBOK and the latest release of the Project Management Professional exam PMP Project Management Professional Study Guide Fourth Edition covers what you need to know and shows you how to prepare for this challenging exam 100% complete coverage of all official objectives for the PMP exam Exam Readiness checklist you re ready for the exam when all objectives on the list are checked off Inside the Exam sections

in every chapter highlight key exam topics covered Two Minute Drills for quick review at the end of every chapter Simulated exam questions match the format tone topics and difficulty of the real exam Covers all the exam topics including Project Initiation Examining the Project Life Cycle and the Organization Adapting the Project Management Processes Integration Management Managing the Project Scope Time Management Cost Management Quality Management Human Resources Management Communications Management Risk Management Procurement Management Managing Project Stakeholders The PMI Code of Ethics and Professional Conduct Electronic content includes Complete MasterExam practice testing engine featuring two full practice exams detailed answers with explanations Score Report performance assessment tool Free video training from the author New Process ITTO Quick Review Guide New PMP Exam Cheat Sheets Earned Value and Time Value of Money worksheets With free online registration Bonus downloadable project management process review quiz *PMP Project Management Professional Study Guide, Third Edition* Joseph Phillips,2009-08-22 The best fully integrated study system available for the PMP exam Updated for the latest release of the Project Professional exam from PMI PMP Project Management Professional Study Guide Third Edition covers what you need to know and shows you how to prepare for this challenging exam 100% complete coverage of all objectives for the PMP exam Exam Readiness checklist you re ready for the exam when all objectives on the list are checked off Inside the Exam sections highlight key exam topics covered Two Minute Drills for quick review Simulated exam questions match the format tone topics and difficulty of the real exam Covers all the exam topics including Project Initiation Integration Management Managing the Project Scope Time Management Cost Management Quality Assurance Human Resources Communications Risk Management Procurement PMP Code of Ethics and Professional Conduct Electronic content includes Complete MasterExam practice testing engine featuring Two full practice exams Detailed answers with explanations Score Report performance assessment tool Free video training from the author Bonus downloadable project management process review MasterExam with free online registration *PMP Project Management Professional Certification Bundle* Joseph Phillips,James Lee Haner,2018-08-17 Aligned with the PMBOK Guide Sixth Edition this highly effective money saving study bundle will prepare you for the the 2018 PMP exam This integrated study system gathers a wide variety of exam focused resources to use in preparation for the latest version of the challenging PMP exam Designed to help readers pass the exam with ease PMP Project Management Certification Bundle includes two best selling study guides along with electronic content This bundle includes PMP Project Management Professional Study Guide Fifth Edition a proven in depth exam review that fully covers every objective and provides 600 comprehensive practice exam questions and in depth answer explanations Also included is PMP Project Management Professional Practice Exams which provides more than 1 000 rigorous practice exam questions logically organized by domain Finally the Total Tester test engine included with both books provides full length timed simulated exams or customized quizzes that target selected chapters or exam objectives Aligned with the PMBOK Guide sixth edition Exclusive content includes a full color laminated

memory card for portable study author videos worksheets and review Written by experts in project management certification and training [Project Management JumpStart](#) Kim Heldman,2005-05-06 Explains fundamental concepts and skills of project management discussing factors including initiating projects defining goals analyzing project activities budgeting documentation and concluding a project **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 **Effective Project Scoping Practices to Improve On-time and On-budget Delivery of Highway Budgets** Stuart Anderson,Cesar Quiroga,John Overman,Kunhee Choi,Jayant Sahu,Sharareh Kermanshachi,Paul Goodrum,Timothy Taylor,Ying Li,2016 This guidebook demonstrates how a state transportation agency STA can improve its project scoping process PSP and practices to produce a project cost estimate and schedule that facilitate programming decision making and accountability It illustrates the effort needed to develop a robust cost estimate and then manage to a baseline budget and scope throughout the project delivery cycle The guidebook consists of two parts Part 1 Research Results about the PSP addresses the following issues why STAs should formalize the PSP current practices for PSP and how agencies can implement an effective PSP Part 2 Implementation Guidelines provides an easy to understand layout and describes how to implement the PSP The guidelines are divided into three sections Each section details one of the three major activities of the PSP develop the project analyze the alternatives and document findings and develop the recommended alternative The guidelines also have two appendices The first appendix summarizes the tools that can be used while performing different activities in the scope development process The second appendix is the list of online links to various resources and tools to support the PSP as referenced in this guidebook *New York Court of Appeals. Records and Briefs.* New York (State)., [Strategies to Optimize Real Property Acquisition, Relocation Assistance, and Property Management Practices](#) César Augusto Quiroga,2014 Chapter 1 Background chapter 2 Survey follow up interviews and literature review chapter 3 Integrated transportation project development and delivery process modeling chapter 4 Reference real property acquisition and relocation assistance work schedule chapter 5 Issues challenges and strategies for improvement or optimization chapter 6 Conclusions and suggestions References Additional resources List of abbreviations appendix A Survey instrument appendix B Survey results appendix C Integrated transportation project development and delivery process phases and activities [CompTIA Project+ Certification All-in-One Exam Guide \(Exam PK0-005\)](#) Joseph Phillips,2023-02-28 This comprehensive study guide delivers complete coverage of every topic on the CompTIA Project exam This fully updated self study guide and

professional resource shows how to successfully manage projects and prepare for the challenging CompTIA Project exam  
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## Unveiling the Energy of Verbal Artistry: An Psychological Sojourn through **Project Scope Document Example**

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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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