

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. | | |

Project Scope Document Example



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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 Saleh, 2009-07-01 Software engineering from a project point of view embarks on software products that are both feasible technically and financially Moreover software projects must be completed on time and within budgets and are important challenges to software engineers Research has shown that one third of software projects are never completed another third do not fulfill

their promises Software Engineering provides the software engineering fundamentals principles and skills needed to develop and maintain high quality software products The software engineering processes and techniques covered include requirements specification design implementation testing and management of software projects This up to date book is modeled on the recommendations and guidelines prescribed in the Guide to the Software Engineering Body of Knowledge SWEBOK published by the IEEE Computer Society and the Software Engineering Curriculum Guidelines for Undergraduate Degree Programs in Software Engineering published by the IEEE Computer Society and the Association for Computing Machinery Joint Task Force on Computing Curricula At the end of each chapter the reader will be able to perform tangible software engineering tasks by applying the learned techniques and methods will be familiar with the terminology the principles by mastering the subjects and will be able to analyze existing task deliverables compare and critique the different techniques The book is designed as a text for an undergraduate first course in software engineering and graduate bridging courses in information technology In addition Software Engineering can be used by practitioners who need to refresh their knowledge with the latest in software engineering techniques and processes The prerequisite to use this text is to have a background in an object oriented programming language

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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 sample implementation project plan, a function and feature checklist of meta data tool requirements, several physical meta data models to support specific business functions. Visit our Web site at www.wiley.com/compbooks. Visit the companion Web site at www.wiley.com/compbooks/marco.

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 with CompTIA Project+: On Track from Start to Finish,

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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

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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 *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 **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 [Advances in Instrumentation and Control](#) , 1989 **PMP Project Management Professional All-in-One Exam Guide** Joseph Phillips, 2021-09-24 Complete coverage of all objectives in the 2020 release of the PMP exam fully aligned with the PMBOK Guide Sixth Edition This comprehensive resource offers complete coverage of all the material included on the Project Management Professional exam You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Written by a leading project management consultant and trainer PMP Project Management Professional All in One Exam

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