

# NHS Education for Scotland

## Project Scope Document

<b>Project Title</b>	
<b>Project Leader</b>	

### Details of Project

<b>Project Aim and Purpose</b>
<i>Detail the overall aim and purpose of the project. This should be a short statement that captures exactly what the project has to accomplish, (e.g. implement a new performance management system to be used throughout the organisation).</i>
<b>Project Objectives</b>
<i>Detail what will be delivered as a result of the project, (e.g. a software system to record performance information and produce metrics; a training package to upskill all managers to use the new system).</i>
<b>Out of Scope</b>
<i>Detail what will <b>not</b> be delivered as a part of the project (e.g. access for front-line staff; functionality to complete performance review forms online).</i>
<b>Benefits Identification</b>
<i>Detail the benefits that this project will bring to the organisation and the wider NHS (e.g. a consistent approach to performance management throughout the organisation; time saved on producing performance information).</i>
<b>Research of Previous/Existing Projects</b>
<i>Detail the research undertaken to review previous/existing projects? Is there any existing documentation you could learn from or adapt? Are there any outputs from that project that you could re-use?</i>
<b>Equality &amp; Diversity</b>
<i>Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?</i>

# Example Of Scope Document

**Kim Heldman**



## **Example Of Scope Document:**

**Improving Your Project Management Skills** Larry Leon Richman, 2012 Based on the hugely popular American Management Association seminar of the same name this ultrapractical reference offers powerful and repeatable project initiatives that improve processes streamline productivity and cut costs dramatically

**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

Handbook of Industrial Engineering Gavriel Salvendy, 2001-05-25 Unrivalled 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 interest HANDBOOK OF HUMAN FACTORS AND ERGONOMICS Second Edition Edited by Gavriel Salvendy 0 471 11690 4 2 165 pages 60 chapters A comprehensive guide that contains practical knowledge and technical background on virtually all aspects of physical cognitive and social ergonomics As such it can be a valuable source of information for any individual or 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

**How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements** Stephanie L. Skipper, 2015-10-14 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The

document control system DCS or documented information control system DICS is the foundation of a quality management system. It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle. A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units. Improving access to knowledge based information. Improving employee performance by providing standardized processes and communicating clear expectations. Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved. Providing traceability of activities and documentation throughout the organization. Improving organization of and access to documents and data. Sample documents are included in the appendixes of this book to help clarify explanations and a full set of formatted procedures and document templates are available for download to get you off to an even faster start. This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system. **Project**

**Management for Business, Engineering, and Technology** John M. Nicholas, Herman Steyn, 2008. Appropriate for classes on the management of service product and engineering projects this book encompasses the full range of project management from origins philosophy and methodology to actual applications. *Engineers' Guide to Technical Writing* Kenneth G.

Budinski, 2001-01-01. Annotation: An engineer with experience in the automotive and chemical process industries Budinski has compiled material he used to train new engineers and technicians in an attempt to get his co workers to document their work in a reasonable manner. He does not focus on the mechanics of the English language but on the types of documents that an average technical person will encounter in business government or industry. He also thinks that students with no technical background should be able to benefit from the tutorial. c Book News Inc. **Cost and Value Management in Projects** Ray

R. Venkataraman, Jeffrey K. Pinto, 2023-03-03. 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

Software Project Management For Dummies Teresa Luckey, Joseph Phillips, 2006-10-09 The increase in project outsourcing has forced traditional programmers to take on the role of project managers and quickly learn how to manage software projects The author discusses all of the essentials in widely accepted project management methodology from managing programmers to assessing and eliminating risk The book covers the iterative development model using Microsoft Project 2003 as well as a variety of methodologies including eXtreme open source SQA testing software life cycle management and more The companion Web site contains tools case studies and other resources to help even novices get up and running

**JavaScript by Example** Ellie Quigley, 2004 This is the definitive JavaScript tutorial for the serious nonprogrammer who is interested in mastering the full power of the language Includes hundreds of example JavaScript programs that demonstrate both the fun and practical aspects

**The Certified Software Quality Engineer Handbook** Linda Westfall, 2016-09-23 This handbook contains information and guidance that supports all of the topics of the 2016 version of the CSQE Body of Knowledge BoK upon which ASQ's Certified Software Quality Engineer CSQE exam is based Armed with the knowledge presented in this handbook to complement the required years of actual work experience qualified software quality practitioners may feel confident they have taken appropriate steps in preparation for the ASQ CSQE exam However the goals for this handbook go well beyond it being a CSQE exam preparation guide Its author designed this handbook not only to help the software quality engineers but as a resource for software development practitioners project managers organizational managers other quality practitioners and other professionals who need to understand the aspects of software quality that impact their work It can also be used to benchmark their or their organization's understanding and application of software quality principles and practices against what is considered a cross industry good practice baseline After all taking stock of strengths and weaknesses software engineers can develop proactive strategies to leverage software quality as a competitive advantage New software quality engineers can use this handbook to gain an understanding of their chosen profession Experienced software quality engineers can use this handbook as a reference source when performing their daily work It is also hoped

that trainers and educators will use this handbook to help propagate software quality engineering knowledge to future software practitioners and managers Finally this handbook strives to establish a common vocabulary that software quality engineers and others in their organizations can use to communicate about software and quality Thus increasing the professionalism of the industry and eliminating the wastes that can result from ambiguity and misunderstandings

*Microsoft SQL Server 2005 Analysis Services* Edward Melomed,Irina Gorbach,Alexander Berger,Py Bateman,2006-12-15 Microsoft SQL Server Analysis Services provides fast access to data by means of multidimensional data structures and the multidimensional query language MDX Analysis Services provides the capability to design create and manage multidimensional cubes based on data warehouse tables and it serves as the foundation for the Microsoft Business Intelligence strategy Microsoft SQL Server 2005 Analysis Services gives the reader insight into the way Analysis Services functions It not only explains ways to design and create multidimensional objects databases dimensions and cubes but also provides invaluable information about the reasons behind design decisions made by the development team Here s what you will find inside Understand the key concepts of multidimensional modeling Explore the multidimensional object model and its definition language Learn the main concepts of the MDX language and gain an in depth understanding of advanced MDX concepts Understand the mechanisms of integrating multidimensional and relational databases Learn how to build client applications to access data in Analysis Services Examine server architecture including main data structures data processing and query resolution algorithms Gain a deep understanding of the internal and external protocols for data transfer including the XML A protocol Explore how Analysis Services manages memory Explore the security model including role based security code access security and data security Discover how to monitor and manage Analysis Services All the code for the sample database used in the book can be found at [www.informit.com](http://www.informit.com) title 0672327821 *The Fast Forward MBA in Project Management* Eric Verzuh,2015-10-12 The all inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real world project management methods tools and techniques Practical easy to use and deeply thorough this book gives you answers you need now You ll find the cutting edge ideas and hard won wisdom of one of the field s leading experts delivered in short lively segments that address common management issues Brief descriptions of important concepts tips on real world applications and compact case studies illustrate the most sought after skills and the pitfalls you should watch out for This new fifth edition features new case studies new information on engaging stakeholders change management new guidance on using Agile techniques and new content that integrates current events and trends in the project management sphere Project management is a complex role with seemingly conflicting demands that must be coordinated into a single overarching executable strategy all within certain time resource and budget constraints This book shows you how to get it all together and get it done with expert guidance every step of the way Navigate complex management issues effectively Master key concepts and real world applications Learn from case studies of today s leading

experts Keep your project on track on time and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection all across different departments executive levels or technical domains project management incorporates a wide range of competencies The Fast Forward MBA in Project Management shows you what you need to know the best way to do it and what to watch out for along the way *The Architect's Handbook of Professional Practice* Joseph A. Demkin, American Institute of Architects, 2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket **Project Management ToolBox** Cynthia Snyder Dionisio, Russ J. Martinelli, Dragan Z. Milosevic, 2025-01-22 Comprehensive on the go toolkit for professional project managers updated to reflect the tools necessary for today's predictive adaptive hybrid work environment Project Management ToolBox is a go to reference for on the job project managers and advanced students of project management providing a contemporary set of tools and explaining each tool's purpose and intention development customization and variations Examples tips and variations guide readers through the application of these tools The Third Edition led by bestselling project management author Cynthia Snyder Dionisio has been updated to offer a contemporary set of tools to reflect changes in project management learning and practice This edition includes several new chapters that reflect today's predictive adaptive and hybrid work environment New content includes the project canvas project roadmap procurement strategy risk responses and more The book is structured to follow the flow of projects starting with project selection project origination planning implementation monitoring and closure Within each section there is a wealth of tools examples tips and variations to tailor the use of the tools Sample topics covered in Project Management ToolBox include Economic methods such as payback time net present value and internal rate of return Identifying analyzing and communicating with project stakeholders Plans for eliciting managing and specifying requirements along with a matrix to tracing requirements Work breakdown structures network diagrams critical path method and critical chain method Exploring emerging topics within the world of project management and keeping up to date on the latest most relevant subject areas Project Management ToolBox is a must have resource that enables project managers to improve outcomes deliver quality products and meet stakeholder expectations PMP Project Management Professional Exam Study Guide Kim Heldman, Claudia M. Baca, Patti M. Jansen, 2007-07-30 Get the most comprehensive PMP Exam study package on the market Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP Project Management Professional Exam Study Guide Fourth Edition Featuring a bonus workbook with over 200 extra pages of exercises this edition also includes six practice exams over two hours of audio on CD to help you review additional coverage for the CAPM Certified Associate in Project Management exam and much more Full coverage of

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**Project Management for Engineering, Business, and Technology** John M. Nicholas, Herman Steyn, 2025-07-24 Project Management for Engineering Business and Technology is a highly regarded textbook that addresses project management across all industries First covering the essential background from origins and philosophy to methodology the bulk of the book is dedicated to concepts and techniques for practical application The systems development cycle is used as a framework to discuss project management in a variety of situations making this the go to book for managing virtually any kind of project program or task force It focuses on the ultimate purpose of project management to unify and integrate the interests resources and work efforts of many stakeholders as well as the planning scheduling and budgeting needed to accomplish overall project goals The seventh edition features Updates to cover the latest developments in project management methodologies including new material on applications of visual management agile and hybrid methodologies PM 2.0 and artificial intelligence to project management and on the dark side of projects projects in developing countries and megaprojects Sixty two end of chapter case studies that apply concepts and practices from the book to real life project situations Updated support materials including an instructor's manual PowerPoints answers to chapter review questions and a test bank of questions Taking a technical yet accessible approach this book is an ideal resource and reference for all advanced undergraduate and graduate students in project management courses as well as for practicing project managers across all industry sectors

*The Security Risk Assessment Handbook* Douglas J. Landoll, Douglas Landoll, 2005-12-12 The Security Risk Assessment Handbook A Complete Guide for Performing Security Risk Assessments provides detailed insight into precisely how to conduct an information security risk assessment Designed for security professionals and their customers who want a more in depth understanding of the risk assessment process this volume contains real world

[COSO Enterprise Risk Management](#) Robert R. Moeller, 2007-07-13 Praise for COSO Enterprise Risk Management COSO ERM is a thoughtful introduction to the challenges of risk management at the enterprise



level and contains a wealth of information on dealing with it through the use of the COSO framework Detailed procedures covering a wide variety of situations are followed by a thorough explanation of how each is deployed As a project management professional I appreciate how the author addresses the need for risk management at a project level His background as someone who practices what they preach and realizes the impact of the Sarbanes Oxley auditing rules comes through clearly in the book and it should be mandatory reading for anyone seeking to understand how to tackle their own ERM issues Greg Gomel PMP CQM CSQE ITIL Director Project Management Insight North America This volume clearly and comprehensively outlines the usefulness of COSO Enterprise Risk Management guidance It should provide considerable benefit to those having governance responsibilities in this important area Curtis Verschoor L Q Research Professor School of Accountancy and MISDePaul University Chicago Transform your company s internal control function into a valuable strategic tool Today s companies are expected to manage a variety of risks that would have been unthinkable a decade ago More than ever it is vital to understand the dimensions of risk as well as how to best manage it to gain a competitive advantage COSO Enterprise Risk Management clearly enables organizations of all types and sizes to understand and better manage their risk environments and make better decisions through use of the COSO ERM framework A pragmatic guide for integrating ERM with COSO internal controls this important book Offers you expert advice on how to carry out internal control responsibilities more efficiently Updates you on the ins and outs of the COSO Report and its emergence as the new platform for understanding all aspects of risk in today s organization Shows you how an effective risk management program following COSO ERM can help your organization to better comply with the Sarbanes Oxley Act Knowledgeably explains how to implement an effective ERM program COSO Enterprise Risk Management is the invaluable working resource that will show you how to identify risks avoid pitfalls within your corporation and keep it moving ahead of the competition      *CompTIA Project+ Study Guide* Kim Heldman,2017-01-19 The bestselling Project preparation guide updated for the latest exam The CompTIA Project Study Guide Second Edition is your comprehensive resource for taking Exam PK0 004 With 100% coverage of all exam objectives bolstered by real world scenarios and the Sybex interactive learning environment this book gives you everything you need to approach the exam with confidence Detailed explanations and superior study tools cover and reinforce setup initiation planning execution delivery change control communication and closure and the author Kim Heldman s twenty five years of project management experience provide deep insight into real world applications Study tools include access to two bonus practice exams allowing you to focus on areas you need further review and electronic flashcards provide last minute review on key concepts The Project exam is a first step into the complex world of project management and serves as a springboard to the Project Management Institute s PMI PMP certification This study guide helps you build the knowledge you need to be confident on exam day Review 100 percent of the Project exam objectives Understand the real world applications of each concept Gain expert insight drawn from real world experience Access online practice exams

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**Department of the Interior and Related Agencies Appropriations for 2005: Presidio Trust oversight hearing** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies,2004

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