

# 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.		

# Examples Of Project Scope Documents

**John M. Nicholas, Herman Steyn**



## **Examples Of Project Scope Documents:**

**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

**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

**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

**Best Practices for Managing BPI Projects** Gina Abudi, Yusuf Abudi, 2015-02-17 Best Practices for Managing BPI Projects provides process improvement project managers with a toolkit of good ideas and practices that will give them a real step up on mastering this critical discipline I highly recommend it Paul Harmon Executive Editor BPTrends Author Business Process

Change 3rd Edition Based on real world experience this book provides a no nonsense practical approach to running successful business process improvement projects including the added complexity of managing organizational change It has lots of useful templates checklists anecdotes and practical advice to ensure your project executes as smoothly as possible Alexey Gerasimov CTO My Event Guru Inc While there are numerous project management books on the market and a number on business processes and initiatives there has been a lack of comprehensive guides to successfully manage business process improvement BPI projects until now BPI projects are some of the most difficult and challenging to manage Improving results for the business is not an easy task Doing so requires understanding the vision and long term goals of an organization It also requires the ability to engage stakeholders and manage change Best Practices for Managing BPI Projects is a guide for project managers who want to improve how they manage BPI projects Using a simple step by step six phase approach project managers and others involved in BPI initiatives will increase their confidence and their effectiveness in managing the complexities of business process improvement projects Special focus is given to the necessary leadership skills required to be successful in driving change by improving processes within an organization to improve business results Project Management Workbook and PMP / CAPM Exam Study Guide Harold Kerzner, Frank P. Saladis, 2017-04-12 Sharpen your project management skills and prepare for the latest PMP CAPM exam The Project Management Workbook and PMP CAPM Exam Study Guide is a two in one resource for mastering the Project Management Body of Knowledge PMBOK As the companion to Project Management A Systems Approach to Planning Scheduling and Controlling this book provides the opportunity to strengthen your understanding of project management in real world application with questions problems and cases designed to enhance your critical thinking skills Functioning as a stand alone study guide to the Project Management Professional PMP Certification Exam this book helps you develop the critical skills of a successful project manager with questions that show you what to expect on exam day Interesting enjoyable and thought provoking this workbook and study guide helps you dig into the PMBOK and gain the professional insights that come only from applying what you ve learned Reading the PMBOK doesn t fully prepare you to pass the PMP exam let alone function as a project manager in the real world Understanding how to apply the various methodologies is vital to your success and this book gives you a wealth of guided practice to hone your skills in advance Practice applying project management concepts Test your grasp of the PMBOK methodology Preview the PMP with simulated exam questions Enhance your critical thinking and project management skills The project manager s role is broad in scope and detailed in function Don t try to memorize the PMBOK internalize it this approach gives you a ready body of knowledge available for recall as needed and helps you become a more efficient more effective project manager Instinctive knowledge comes from copious practice and the Project Management Workbook and PMP CAPM Exam Study Guide is your ideal resource for developing your skills PMI PMBOK CAPM PMP and Project Management Professional are registered marks of the Project Management Institute Inc **Top-down Network Design**

Priscilla Oppenheimer, 2004 A systems analysis approach to enterprise network design Master techniques for checking the health of an existing network to develop a baseline for measuring performance of a new network design Explore solutions for meeting QoS requirements including ATM traffic management IETF controlled load and guaranteed services IP multicast and advanced switching queuing and routing algorithms Develop network designs that provide the high bandwidth and low delay required for real time applications such as multimedia distance learning and videoconferencing Identify the advantages and disadvantages of various switching and routing protocols including transparent bridging Inter Switch Link ISL IEEE 802.1Q IGRP EIGRP OSPF and BGP4 Effectively incorporate new technologies into enterprise network designs including VPNs wireless networking and IP Telephony Top Down Network Design Second Edition is a practical and comprehensive guide to designing enterprise networks that are reliable secure and manageable Using illustrations and real world examples it teaches a systematic method for network design that can be applied to campus LANs remote access networks WAN links and large scale internetworks You will learn to analyze business and technical requirements examine traffic flow and QoS requirements and select protocols and technologies based on performance goals You will also develop an understanding of network performance factors such as network utilization throughput accuracy efficiency delay and jitter Several charts and job aids will help you apply a top down approach to network design This Second Edition has been revised to include new and updated material on wireless networks virtual private networks VPNs network security network redundancy modularity in network designs dynamic addressing for IPv4 and IPv6 new network design and management tools Ethernet scalability options including 10 Gbps Ethernet Metro Ethernet and Long Reach Ethernet and networks that carry voice and data traffic Top Down Network Design Second Edition has a companion website at <http://www.topdownbook.com> which includes updates to the book links to white papers and supplemental information about design resources This book is part of the Networking Technology Series from Cisco Press which offers networking professionals valuable information for constructing efficient networks understanding new technologies and building successful careers *CompTIA Project+ Study Guide* Kim Heldman, 2017-02-13 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

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**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

**Integrative Document & Content Management** Len Asprey, Michael Middleton, 2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user

interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution's business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere

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 the 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

**Project Management Theory and Practice, Second Edition** Gary L. Richardson, 2014-10-29 Updated to reflect the Project Management Institute's PMI's Project Management Body of Knowledge PMBOK Guide Fifth Edition the new edition of this bestselling textbook continues to provide a practical and up to date overview of project management theory Project Management Theory and Practice Second Edition explains project management theory using language that is easy to understand The book integrates the organizational environment that surrounds a project to supply the well rounded knowledge of theories organizational issues and human behavior needed to manage real world projects effectively This edition includes a new chapter on Stakeholder Management which is a new knowledge area covered in the new PMBOK Guide It also provides updated references and a new streamlined organization of chapters There are several project related model frameworks sponsored by PMI and many of these are covered in this text Specifically the book details Work breakdown structures WBS Earned value management EVM Enterprise project management EPMO Portfolio management PPM Professional responsibility and ethics For many of the major sections the PMI Global Accreditation curriculum learning objectives have been adapted with permission of PMI and used to guide the

content Filled with end of chapter questions scheduling and budgeting problems and scoping projects this text is ideal for classroom use and essential reading for anyone seeking project management certification The book also includes sample empirically oriented worksheets that demonstrate various management decision and analysis oriented tools     The AMA Handbook of Project Management Paul C. Dinsmore, Jeannette Cabanis-Brewin, 2014-06-12 A must read for any project management professional or student Projects are the life blood of any organization Revised to reflect the latest changes to A Guide to the Project Management Body of Knowledge PMBOK R and the Project Management Professional Exam R the fourth edition of The AMA Handbook of Project Management provides readers with a clear overview of a complex discipline Covering everything from individual projects to programs and strategic alignment it addresses Project initiation and planning Communication and interpersonal skills Scheduling budgeting and meeting business objectives Managing political and resource issues Implementing a PMO Measuring value and competencies The book compiles essays and advice from the field s top professionals and features new chapters on stakeholder management agile project management program management project governance knowledge management and more Updated with fresh examples case studies and solutions to specific project management dilemmas it remains an essential reference to the critical concepts and theories all project managers must master     *Microsoft Project 2007: The Missing Manual* Bonnie Biafore, 2007-08-17 Schedules budgets communications resources Projects big and small include them all and Microsoft Project 2007 can help you control these variables not be controlled by them But Project is complex software and learning it is well a project in itself Get up to speed fast with Microsoft Project 2007 The Missing Manual Written by project management expert Bonnie Biafore this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down Find out what s new in Project 2007 from previous versions and get help choosing the right edition whether it s Project Standard Project Professional or Enterprise Project Management Solution With Microsoft Project 2007 The Missing Manual you get more than a simple software how to You also get a rundown on project management basics and plenty of solid advice on how to use Project to Define your project and plan your approach Estimate your project set up a budget define tasks and break the work into manageable chunks Create a schedule define the sequence of work and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks who does what Refine the project to satisfy objectives by building reality into the schedule and learn to keep project costs under control Track progress and communicate with team members via reports information sharing and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs and this Missing Manual is the book that should have been in the box No project manager should be without it     Mastering Project Time Management, Cost Control, and Quality Management Randal Wilson, 2015-04-23 Mastering Project Time Management Cost Control and Quality Management gives managers powerful insights and tools for addressing



the Triple Constraints that define virtually every project time cost and quality This book is part of a new series of seven cutting edge project management guides for both working practitioners and students Like all books in this series it offers deep practical insight into the successful design management and control of complex modern projects Using real case studies and proven applications expert authors show how multiple functions and disciplines can and must be integrated to achieve a successful outcome Individually these books focus on realistic actionable solutions not theory Together they provide comprehensive guidance for working project managers at all levels including highly complex enterprise environments These books also provide indispensable knowledge for anyone pursuing PMI PMBOK or PRINCE2 certification or other accreditation in the field

**How to Complete a Risk Assessment in 5 Days or Less** Thomas R. Peltier,2008-11-18

Successful security professionals have had to modify the process of responding to new threats in the high profile ultra connected business environment But just because a threat exists does not mean that your organization is at risk This is what risk assessment is all about How to Complete a Risk Assessment in 5 Days or Less demonstrates how to identify threats your company faces and then determine if those threats pose a real risk to the organization To help you determine the best way to mitigate risk levels in any given situation How to Complete a Risk Assessment in 5 Days or Less includes more than 350 pages of user friendly checklists forms questionnaires and sample assessments Presents Case Studies and Examples of all Risk Management Components based on the seminars of information security expert Tom Peltier this volume provides the processes that you can easily employ in your organization to assess risk Answers such FAQs as Why should a risk analysis be conducted Who should review the results How is the success measured Always conscious of the bottom line Peltier discusses the cost benefit of risk mitigation and looks at specific ways to manage costs He supports his conclusions with numerous case studies and diagrams that show you how to apply risk management skills in your organization and it s not limited to information security risk assessment You can apply these techniques to any area of your business This step by step guide to conducting risk assessments gives you the knowledgebase and the skill set you need to achieve a speedy and highly effective risk analysis assessment in a matter of days

*FCS Project Management L3* ,2009

[How to Manage Projects](#) Paul J

Fielding,2025-05-03 Are you overwhelmed by project management jargon Interested in developing a project management career but bewildered by the plethora of costly courses and qualifications Then this is the book for you How to Manage Projects explains the fundamentals of this essential skill in a clear practical and accessible way making it the perfect introduction to managing better projects in your current role or even that first step to developing a professional career as a project manager This new 3rd edition features practical exercises and top tips and takes you through successfully and confidently managing a project from conception to completion Essential reading for anyone who wants to manage their own projects well without all the unnecessary jargon How to Manage Projects makes this vital skill easily accessible with one handy easy to use book The Creating Success series of books Unlock vital skills power up your performance and get ahead

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**Building Tomorrow's Biomedical Workforce: Evaluation of How Evidence-Based Training Programs Align Skill Development and Career Awareness with a Broad Array of Professions** Adriana Bankston,Rebekah L. Layton,Audra Van Wart,2025-08-27 Building the future STEM workforce requires robust federal investments to support the next generation of innovators as well as systemic changes to enable graduate and postdoctoral researchers to transition with confidence into the biomedical workforce This effort involves the transformation of the biomedical research enterprise and training environment at all levels but especially at the predoctoral and postdoctoral levels Innovative initiatives in education and training as well as career and professional development of biomedical trainees are necessary to build upon the robust biomedical workforce of today and create and sustain a diverse innovative and highly trained biomedical workforce of tomorrow An important aspect of supporting the biomedical workforce relates to changes within training and the research enterprise with opportunities for re imagining what STEM education should look like at different levels including providing agency for junior scientists in the field The future of the field should focus on inclusivity supporting trainees from different backgrounds and with diverse perspectives including but not limited to intersectional identities in race ethnicity gender sexual orientation first generation status and international talent in STEM This requires critical policy changes in order to support the transition of biomedical research professionals into the labor market

Executive MBA in IT - City of London College of Economics - 12 months - 100% online / self-paced City of London College of Economics, Overview An MBA in information technology or a Master of Business Administration in Information Technology is a degree that will prepare you to be a leader in the IT industry Content Managing Projects and IT Information Systems and Information Technology IT Manager s Handbook Business Process Management Human Resource Management Principles of Marketing The Leadership Just What Does an IT Manager Do The Strategic Value of the IT Department Developing an IT Strategy Starting Your New Job The First 100 Days etc Managing Operations Cut Over into Operations Agile Scrum Project Management IT Portfolio Management The IT Organization etc Introduction to Project Management The Project Management and Information Technology Context The Project Management Process Groups A Case Study Project Integration Management Project Scope Management Project Time Management Project Cost Management Project Quality Management Project Human Resource Management Project Communications Management Project Risk Management Project Procurement Management Project Stakeholder Management 50 Models for Strategic Thinking English Vocabulary For Computers and Information Technology Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment

questions Study material The study material will be provided in separate files by email download link **IT Consultant Diploma - City of London College of Economics - 12 months - 100% online / self-paced** City of London College of Economics, Overview This course deals with everything you need to know to become a successful IT Consultant Content Business Process Management Human Resource Management IT Manager s Handbook Principles of Marketing The Leadership Information Systems and Information Technology IT Project Management Duration 12 months Assessment The assessment will take place on the basis of one assignment at the end of the course Tell us when you feel ready to take the exam and we ll send you the assignment questions Study material The study material will be provided in separate files by email download link

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