

1: Project Scope Statement - Expert Program Management

Constructing Powerful Scope Statements A successful project scope statement should be concise and clear. Anyone reading the statement should have a good idea of what the project consists of (and what will not be part of the project).

Writing a Scope Statement written by: Learn about the different sections in a scope statement, and get hints on how to minimize scope creep. But, an effectively written scope statement can help the rest of the project flow along with minimal problems. It is written after the project charter, and includes everything that the project is intended to produce. A project charter is usually used for three different reasons: Authorizing the project Providing a high level overview Identifying the main stakeholders The charter often includes the name of the project owner as well as project sponsors. It also identifies objectives or goals, and constraints on resources or time. Finally, the charter is used as a focal point throughout the life of the project, which can be especially useful during change control meetings for minimizing scope creep. Scope creep is a phenomenon where the scope of a project gradually increases over time. The name of the project be very clear and concise. The aim of the project name is to document the project so that everyone involved is aware of what is expected during the life of the project. A good project name also helps provide a vision of where the project is headed. Justifying Your Existence Next, A project justification will need to be identified, as well as project requirements, milestones, and deliverables. Any non-goals - items that fall outside of the scope of the project - need to be identified here. It is usually a statement or two identifying why the project is being created. The project justification should be clear and precise manner so that it identifies a quantifiable measure of success for the end of the project. An effective justification might read like the following: This is a good example of an effective justification because it is quantifiable and qualitative. Distinct boundaries are set as to what is the expected result of the project so there is no ambiguity. Finally, cost estimates need to be provided within the scope statement. This information may be readily available or it may need to be compiled from various sources, but the scope statement is where it needs to be documented all together. This can be a cumbersome task, but it is a necessary one. As the project progresses, everyone involved knows where they can look should a question arise. You can download an example of a scope statement by clicking here. The requirements are objectives that must be met during the project, and often they include significant milestones or goals. The objectives need to be quantifiable and identified clearly. Any milestones or goals need to be also clearly identified, as well as any non-goals. Non-goals are items that are specifically not going to be addressed by the project, which helps to eliminate the scope creep. By clearly identifying these as non-goals, the scope cannot include them later on without going through a change management process. The deliverables for a project need to be clearly identified within a scope statement. If necessary, deliverables need to be tied to specific milestones in the project schedule. The deliverables also need to be agreed upon by the major stakeholders as well as the project owner. Deliverables may include any training necessary for personnel at the culmination of the project. Or deliverables may be a final product to be provided to the stakeholders. The more clearly the deliverables are identified and specified, the less chance there will be for scope creep to occur later on. Cost estimates for the project should also be included in the scope statement. This is an essential process of project planning, so the cost estimates should be as accurate as possible. If the cost estimates are too low, the project will go over budget - sometimes significantly so. If the cost estimates are too high, resources that are allocated to the project - whether they are money, equipment or people - are unavailable for other projects and could negatively affect them. So the more on track the cost estimates are, the more efficient and successful the project will be. This can be a difficult task for the project manager to do, but effective cost management is a critical success factor for projects. Once the project manager has compiled all of the documentation into a concise and clear statement, all of the major stakeholders as well as the project owner need to sign off on it. This is a very significant step and can be a very useful tool in mitigating scope creep as well. A meeting should be held where everyone can be provided a copy of the scope statement. At that time, any discrepancies can be cleared up or last minute changes can be made. Once everyone signs off on the scope statement, there should be agreement between all parties and the project can begin. By having everyone sign the scope

statement, there is very little chance of surprises down the road. And in the event that something does pop up, there is documentation of what was agreed upon initially so that changes can be made if necessary. If anything does change down the road and the scope does need to be increased for some reason, signatures should be obtained from everyone once more. Exhaustively detailed specifics, clear and concise language throughout, and avoiding ambiguity are the keys to making a scope statement effective and useful. It is also very beneficial to have all of this information documented in one place - even if the process of creating it is enormous. The task of creating a scope statement can encompass a great deal of time for any project manager, but the rewards usually include more successful projects and minimized scope creep throughout. And this can be a highly desirable benefit, as scope creep is often a significant cause of project failure. So document as much as possible, as clearly as possible, and make sure everyone involved is aware of what is expected. In this series, find tips on how to write a scope statement, how to process scope change requests, and more.

2: Scope Statement Template | MyPM

43 Project Scope Statement Templates & Examples A great project scope example is an effective tool typically used in project management. It is used to explain the most important deliverables of a project.

It is a required element in project management. A WBS shows the complete scope of the project broken down into manageable deliverables. A project will take longer than the scheduled time if a WBS is not available. Project managers may also miss out on certain important activities without the WBS. Thus, without a WBS, the project can be negatively impacted. Most project managers make a list of activities as actionable. This may result in overlooking some deliverables. Additionally, a list can be cumbersome and does not allow the project manager to clearly break down a large project into small appropriate pieces. People do not get an understanding of the project by looking at the list. A list is created by one individual. Looking at the list, people do not know who has created the list. These are some of the major drawbacks of creating a list of activities. A WBS on the other hand has enormous advantages. Using a WBS, no actionable is missed. A project manager can easily break down the work into work packages, and the WBS shows how the work packages are drilled down. A WBS is created with input from stakeholders and the team. This automatically helps in seeking their buy-in and thus leads an improvement in their performance. Creation of WBS is a process that allows the team to walk through the project in their minds and thus improve the project plan. Thus, the execution of the project is much easier and less risky. The involvement of people increase and all feel that the project is more achievable. A WBS shows a complete hierarchy of the project, making it easier to see how one deliverable relates to another. This is a sample WBS. This WBS is on Development of a Clean, sustainable and complete lighting system for use in developing nations. Most commonly, the project title goes at the top of the WBS. The first level is typically the same as the project lifecycle for example, for the project WBS described here, Method for integrating energy, develop rugged and robust casing, develop a long life, high capacity storage system, develop a light system, develop an inexpensive product and do not reinvent the basic components. The later levels break the project into smaller pieces. Such decomposition continues until the project manager reaches the level appropriate to manage the project. It has a different function that allows you to break down a seemingly overwhelming project into pieces you can plan, organize, manage and control. The creation of WBS is a top-down effort. It involves decomposing the deliverables, and the work required to produce them, into smaller pieces called work packages. Following are the rules to be followed for creating a WBS: A team is involved in creating a WBS The first level is completed before proceeding any further in creating the WBS Each level of WBS is a sub-level a smaller piece of the level above The entire project can be understood by looking at all the levels of a WBS WBS does not include deliverables other than the project A deliverable is considered to be a work package when: It can be estimated both realistically and confidently It can be completed quickly It can be completed without interruption without the need for more information Maybe outsourced or contracted out WBS levels are numbered at a later stage. This is an example of using a numbering system for WBS. For some projects, the costs are not managed at a work package level. Instead, they are managed at a higher level in WBS, called the control account. As the planning process progresses, the team breaks down the work packages from the WBS into activities that are required to produce the work packages. Note that this further breakdown of WBS into an activity list is done as a part of the time management process of Define Activities. The team uses the project scope statement, WBS, and the WBS dictionary to help define which activities are required to produce the deliverables. Benefits of WBS dictionary include avoiding scope creep and providing a clear description of the deliverable. A WBS dictionary can have multiple uses: It informs when work package is going to start, thus acting as a work authorization system Schedule milestone, acceptance criteria and other information about the work package are included in a WBS dictionary. It can be used as a control mechanism of what work is done. The stakeholders have an increased understanding of the efforts involved in a work package with a WBS dictionary Scope Baseline The final, approved version of certain pieces of a project management plan is termed as a baseline. All of these need to be approved by the management and stakeholders before beginning the work. These baselines help in

PROJECT SCOPE STATEMENT EXAMPLES pdf

comparing the progress of the project to where the baseline says it should be. For any deviations from the scope baseline, a change request is needed. Any other components or documents involved also need to be updated. Meeting the requirements and the scope baseline are the measures of success of a project. Verify Scope The inputs to Verify scope are: Inputs from the Perform Quality Control process validated deliverables Scope statement,.

3: Examples of Project Scopes: What Should Be Included in a Scope Statement?

A scope statement, whether it is a product or project scope statement is very important in any project proposal or any research statement. This is because scope statement details the goals and objectives and the possible output that leads to a successful project.

This question is the central one during the project initiation phase because a well-written project scope statement example is the guarantee that the project description, boundaries, deliverables and approaches are determined and stated in clear and unambiguous terms. An example of project scope statement is intended to find the balance between three project constraints: Cost, Time and Quality. In this article we will talk about the project scope statement definition and what sections are included into the scope statement document. Definition Project Scope Statement is a statement of all the work to be done to produce the final product of the project. The scope statement of project is the reference point for multiple documents that describe the project and its parameters. This document is written before submitting the statement of work. In contrast to the statement of work SOW , the project scope statement example document identifies and describes the work required for producing the deliverables while never focusing on details on how to perform the work. Normally the documented project scope statement does not include any specifications for the resources and materials to be used, unless they are considered a structured component of the actual deliverable. For example, a well-written sample scope statement template will never specify that 5 team members are expected to use equipment to accomplish the work within one week. It will never focus on specific resources, measures and requirements for accomplishing the work. However, sometimes project scope statement templates may highlight names of resources team members that will do the work “ then in this case the resources will be a part of the actual deliverable. Content As it has been said, the document can be a part of or closely linked to other project initiation documents, for example, the project requirements document, the project charter, business case , and goal statement. This document provides a simple overview of the project and its boundaries. A scope statement document example should give a description of the project in clear objective terms and focus on desired outcomes any deliverables associated with the initial project effort. If due to complexity, rudimentary requirements or other factors that reduce the likelihood of project success there is a significant probability of misunderstanding or malfunction, the documented project scope statement example template should be used to refine and clarify what information is not to be included as a part of the project. In this connection, the content of a preliminary scope statement includes three major sections, such as a clear description of the project, its outcomes deliverables , and approach. This section consists of the statement that describes the nature of the work to be done within the project. Project Description is indented for stating project boundaries and defining the extent of the project with reference to the project requirements. This section of the preliminary project scope statement document covers the results expected to be produced at the end of the project. It refers to project deliverables, so a clear statement of project deliverables should be added to Outcomes section. Selection of the approaches for implementing the project will depend on the rudimentary project requirements documents and project goals. This section of the project scope statement sample document covers the methodological foundation of the project. Only minor modifications are allowed but the original nature of the document will never undergo dramatic shifts and updates. Daniel has a broad experience in developing strategies for managing business and project activities. He monitors the market trends, actively participates in various business workshops and contributes to the development of effective communications between teammates and team leaders in the companies he is working for.

4: How to Write A Scope Statement - With Sample MS Word Template

PROJECT SCOPE STATEMENT EXAMPLE to enable their children to be enrolled in the school system to begin the school year along with their class mates. SECTION II. PROJEC.

Share 0 Shares Project Scope Statement captures all the project work that you and your team is going to do, to fulfill the project requirements and the stakeholder needs. Project Scope statement is the primary output of Define Scope process in the project scope management knowledge area. That means you and your team must go through the requirements document in greater detail to understand what work is require to fulfill the project and stakeholder needs. Project Scope Statement " Output of Define Scope Process Project scope statement is so important, because this will stand as a common document of reference for any scope clarifications in future for all the project stakeholders. So, you write down all the work that you are going do and the work that you are not going to do as part of the project in the project scope statement. Another important information that you capture in project scope statement is the deliverables that you are going to deliver as part of the project. Also you write down the assumptions and constraints pertaining to the scope. Many project issues occur due to unclear scope definitions in the project. We have seen about scope creep and gold plating in the previous post and how to avoid such situations in the project. We will see in a while, that project scope statement is the primary output of Define Scope process. This determines the inputs to the define scope process. Define Scope Process " When to Perform? Project charter is an important input to this process. Project charter already contains the high level scope and the deliverable agreed during the initial phases of the project. So project charter is certainly, a good candidate to start with. Hence the output of develop project charter is an input to define scope process. Stakeholder Register contains the list of stakeholders that you identify when preparing the charter. So again stakeholder register will help to plan the stakeholder meetings to discuss and agree on the scope. Plan scope management process outputs the scope management plan, which tells you the approach of how to perform the rest of the scope management processes. Requirements document is the primary input to collect requirements process , as this provides a clear view what work you must do as part of the project to fulfill the project needs. As we have seen, collect requirements process will produce the requirements documentation. Project Scope Statement " Primary Output of Define Scope Process Once we collect the requirements, you must work with the team to understand what work you require to fulfill the requirements. There are two outputs of define scope process. They are project scope statement and project document updates. As we have seen earlier, the primary inputs of define scope process are the outputs of develop project charter , plan scope management and collect requirements processes. Project Scope Statement " Define Scope Process ITTOs Inputs Project charter contains a high level description of the project scope, the deliverables in the project, and important or high level milestones of the project. So project charter would be a good starting point to define scope process. Scope management plan tells you how to perform the rest of the scope management processes. In this case you would get to know how to perform define scope process in your project. The team must analyze the requirements documentation to understand the requirements in more detail to figure the work to be done to fulfill them. Organizational process assets might have historical templates of project scope statements from historic projects, which may be of help instead of starting everything from scratch. Meaning that your project goals should be measurable. Product Analysis " Product Analysis is about what product requires. Alternative Generation " Most of the times, you will have multiple alternative ways of doing a work. So, think about all the alternate ways of doing the work. And finally select the optimal way based on the parameters and justification of best possible alternative. Expert Judgement " Taking help from experts, who dealt with the similar process of creating the project scope statements in other projects. Outputs The plan scope management process produces two outputs. Project Scope Statement " Project scope statement tells you all the work that must be done, to successfully complete the project. Update to Project Documents " During define scope process, if you identify any scope changes then you update the relevant project documents. Project Scope Statement " Example A project scope statement typically contains the following: Objective or purpose of the project " Background about the project Product Scope

Product scope contains the features and needs of the product. All scope items must be measurable. Also list out the out of scope items, so that stakeholders are clear with these items. List of Deliverables The list of deliverables that you must be deliver as part of the project. Acceptance criteria Accepted with the stakeholders. This would be a collection of measurable KPIs. The way that you measure these KPIs, typically the formulas are also listed here, so that all the stakeholders are on same page in terms of how to measure them. Project Constraints Limitations of the project, you must consider. Project Assumptions Any assumptions considered during the scope definitions. Stakeholders must validate the assumptions to make them concrete statement, so that no surprises occur later in the project. Project Scope Statement Vs Requirements Documentation Although it is confusing, Project scope statement and the requirements documentation are two different documents with different purposes. Primarily requirements document captures your project requirements. These are typically product requirements, stakeholder needs and organization goals for the project. On the other hand, project scope statement describes what work must be done to fulfill the project requirements. In other words, scope defines the boundaries of your project, what is in scope and what is not. Also what deliverables to be deliver, etc. Summary Project Scope statement is the primary output of define scope process in project scope management knowledge area. Primary inputs to Define scope process are project charter, scope management plan, requirements documentation. Tools and techniques used in define scope process are facilitated workshops, product analysis, alternative generation, and expert analytics. Project scope statement typically contains, the project scope, out of scope items, deliverables, acceptance criteria, constraints, and assumptions. Finally, we have seen the differences between the requirements document and the project scope statement.

5: Project Scope | Project Scope Statement | MindView

To avoid the unpleasant possibilities that result from a poorly defined project scope, project managers need to write out good scope statements. This will make it easy to gain acceptance of the project's scope by the project's stakeholders.

Project teams need to understand the project objectives as it provides a rationale for future decision making and enables teams to compare the current status to the original objectives within the project. In the project scope mind map in Figure 2, the website redesign project had three key objectives including redesigning the current site for better search engine performance, improve product sales and help establish market leadership using a blog platform. Effective project objectives also indicate when the results are to be delivered and with cost estimates. Project scope deliverables are the expected outputs of the project. Projects are executed to meet certain objectives and the deliverables from the project should support the objectives. It is helpful to conduct a brainstorming session to determine the specific deliverables that will result from the project. Project scope milestones are zero-duration events that mark progress across the project timeline. By identifying milestones, financial costs and project schedules can be better managed. High Level requirements are the specifications for the project described at a summary level and usually include a technical description. Requirements usually have functional descriptions that project teams can implement. For example, a requirement for a sales oriented website would include an email form to capture email addresses from site visitors for a monthly newsletter. Ensuring the website supports Flash driven videos via streaming media is another example of a technical requirement. Assumptions and exclusions are the specific disclaimers and decisions about the project that are used to clarify project scope. It is important to clarify high level assumptions and define scope boundaries so stakeholders understand the scope of the project. By defining the project scope assumptions upfront, it generates conversation to further detail. By identifying risks or issues, the scope can be further refined based on the known project challenge. It also helps identify risks early on in the project so the project team can respond accordingly. Stakeholder review and approval is the final section of a project scope statement. In contract oriented organizations, formal stakeholder sign off may be required before proceeding to the next step in the project. In less structured organizations, mutual verbal agreement during a project scope review is sufficient. Regardless of the methodology, obtaining agreement is an important step as it formalizes the entire scope of the project. Project Scope and Mind Mapping Project scope statements are typically written using a Word document, however, PowerPoint presentation slides and mind maps can be used to define a project scope statement. Mind mapping is a useful method to define project scope since a scope statement is the result of multiple viewpoints. Similar to building a work breakdown structure, a project scope statement can be developed in a brainstorming session. Mind maps are useful for facilitating brainstorming sessions due to the ease of use and visual thinking provided by mind mapping tools. Scope definition meetings can benefit from these mind mapping solutions. Using mind mapping software like MindView will help project managers develop the sections of the scope statement and easily edit them after a brainstorming sessions. Since MindView easily exports to Microsoft Word, the formal scope statement detail can be further defined and distributed in the word processing format. Developing the scope statement in a mind map format also serves as a visual representation of the major scope deliverables and serves as a key reminder during project execution.

Website Redesign Project If you are starting out with a blank template: Click on the center node and enter the project name Press the Insert key six times to add six nodes Click on each node and name each Objective, Key Milestones, High level Requirements, Assumptions and Exclusions, Issues and Risks and Key Stakeholders respectively Save the file Once you have a completed project scope statement template for the project, schedule a scope definition meeting with the key stakeholders. Including your project team members, business customers, project sponsors and any other team members who have a stake in the project. Open the project scope template using MindView. Allocate 10 minutes to brainstorm specific details for each of the various project scope nodes. As each ideas is announced, click the Insert tab to add a sub node and provide additional details. Clicking on the Text Note icon Figure 3 will open a text editor where additional notes can be added to each node. Text Note in MindView During the brainstorming sessions, remember to capture all the ideas and

avoid editing. You can always edit the mind map after all the feedback is gathered. Discuss each of the ideas and combine, refine and edit the ideas accordingly. With the document in a Microsoft Word format, the details can be further detailed as appropriate. If the organization has a specific Word format, these sections can be quickly copied into the appropriate template.

6: Project Scope Statement

By Stanley E. Portny. The Scope Statement is an essential element of any project. Project managers use the Scope Statement as a written confirmation of the results your project will produce and the constraints and assumptions under which you will work.

The project will be determined successful if the game sells. First, there will be way more deliverables than are listed. When determining what deliverables will be produced, it may be helpful to first decompose your project and then formulate a work breakdown structure. This way, all milestones and deliverables will have been defined for your project. Second, the team members and important stakeholders are not listed. One of the important scope statement components is a stakeholder analysis. You can use a stakeholder analysis matrix in creating your scope statement. It will be important for this project team to further define what project success will look like. How many copies should sell? How long should they take to sell? How many units of that should be sold? Be very specific in your scope statement, It is one of the most important documents in your project planning process, and a properly written scope statement will help you to prevent the dreaded scope creep. Fourth, Company X does not list any timelines on their scope statement other than to tell the readers that the project will be created by December. In order to run a successful project, it will be important for stakeholders to see a timeline and to note important milestones. For instance, when will the game concept art be due? When will the scripting be complete? When will the product packaging be completed? Also, there are no issues cited here. A preliminary risk assessment should be performed for consideration of potential financial risks to be accounted for in the budget. Finally, there is no budget included. How much will it cost to create Bouncy Bunny Counts Money? How many employees will be required? By taking the time to put together a good scope statement, your team can avoid some of the common reasons why projects fail in the long run. In this series, find tips on how to write a scope statement, how to process scope change requests, and more.

7: Project Scope Statement – How To Define Scope In Your Project?

Project Scope Statement is a narrative description of a product and project scope. It is used as a written confirmation of what your project is going to produce and how. What is the key to a valuable project scope statement?

8: Sample Project Scope Statement - 8+ Free Documents in Word, PDF

The Project Scope Statement provides a baseline understanding of the scope of a project to include the project's scope and deliverables, the work required to complete the deliverables, and ensure a common understanding of the project's scope among all stakeholders.

9: Project Scope Statement | Project Management Professional (PMP)

The Project Scope Statement provides the documented basis for making all project decisions and is used to direct the project effort and communicate the project scope to the project team and other project stakeholders.

PROJECT SCOPE STATEMENT EXAMPLES pdf

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