

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

Gavriel Salvendy



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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 *Software Project Management For Dummies* Teresa Luckey, Joseph Phillips, 2011-05-09 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 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 **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 **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 **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 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

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

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

Delivering Exceptional Project Results Jamal

Moustafaev,2010-09-15 Leading companies that are positioning themselves for the future rather than the present are asking the project managers to participate in project selection scoping and estimation as well as management Delivering Exceptional Project Results offers a glimpse into the future role of the project manager Harold Kerzner Ph D Best selling Author Professor Emeritus Baldwin Wallace College I really enjoyed reading this book The chapters full of valuable insights well beyond the typical project management presentations are introduced with diverse and engaging historic case examples Executives will find the latter part of the book particularly valuable as new solutions are offered for those seemingly intractable problems within project portfolio management R Max Wideman Fellow PMI AEW Services and Management Consulting Delivering Exceptional Project Results is a definite must read for any executive functional director or project manager The author clearly demonstrates how to deliver successful products and services by employing proper project selection scoping and management techniques This book provides you with practical hands on tools and techniques that can be deployed on your own projects right away Matt Walters Director of Technology Tyze Personal Networks This unique how to implementation guide unifies project management portfolio management and requirements engineering into one proven comprehensive best practice framework to help organizations deliver exceptional project results on a consistent basis It explains best practices for assessing project value categorizing and prioritizing projects balancing portfolio mix determining and managing project pipeline throughput capacity and aligning strategy to maximize results and minimize risks Delivering Exceptional Project Results transcends differences in the various types of project management such as traditional or agile and focuses on economic principles methodologies skills tools and techniques that can be applied successfully at companies in any industry It also includes six downloadable templates for documenting project charters plans meeting minutes change requests status reports and summary lessons learned reports available from the Web Added Value Download Resource Center at www.jrosspub.com

Practical Project Management for Agile Nonprofits Karen R.J. White,2013-06-24 Practical Project Management for Agile Nonprofits introduces nonprofit managers to the basic concepts of project management and provides dozens of templates to help you quickly implement practices to effectively manage your limited resources financial and volunteer The book emphasizes using appropriate project management practices those that are not burdensome but rather agile in their approach In keeping with this theme the book explores how you can use social media to assist in the management of time sensitive projects You will learn how to apply just enough project management to Be an active leader and a superior project manager Respond with agility to change and the unexpected Focus efforts on what truly matters Recruit and engage a new generation of volunteers Build a framework that ensures project success Keep all stakeholders involved with the project satisfied The book also addresses nonprofit governance and shows you how project portfolio management can be used to assist in communicating with boards of directors and other governing entities when crucial resource decisions need to be made Finally real world case studies on project planning portfolio management and volunteer

managed projects will show you how others have achieved project

The Handbook of Training Technologies William J. Rothwell, Marilyn N. Butler, Daryl L. Hunt, Jessica Li, Cecilia Maldonado, Karen Peters, 2010-04-15 This important resource offers an understanding of the basic principles that underlie training methods and the use of technology training in the workplace The authors provide a primer for the four pervading and more advanced technologies used in business training the Internet computer based training knowledge management systems and decision support tools Appropriate for those who have little or no formal training in educational technology this book addresses such topics as the decision to use the pros and cons for using and presentation strategies for media as varied as the Internet teleconferencing videoconferencing satellite distance learning and electronic performance support systems Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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PMP Rapid Review Sean Whitaker, 2013-08-15 Assess your readiness for the updated PMP Exam and quickly identify where you need to focus and practice This practical streamlined guide walks you through each exam task providing need to know checklists review questions tips and links to further study all designed to help bolster your preparation Reinforce your exam prep with a Rapid Review of these tasks Initiating the project Planning the project Executing the project Monitoring and controlling the project Closing the project This book is an ideal complement to the in depth training of the Microsoft Press Training Kit and other exam prep resources for the PMP Exam aligned with the Guide to the Project Management Body of Knowledge PMBOK Guide

Fifth Edition Digital Design for Print and Web John DiMarco, 2011-09-19 The all inclusive guide from theory to practice for print and Web design Any well conceived print or Web design features the dynamic interplay between visual artistry and technical skill It becomes important therefore for the designer to cultivate an aesthetic eye as well as develop a high degree of computer savvy By combining basic theory with hands on technique Digital Design for Print and Web takes the unique approach of uniting two subjects traditionally approached separately into one complete volume As a result you will gain a clearer understanding of the entire creative process from project management to working with graphics to designing for print and ultimately the Web In this book you ll find Full color text and illustrated step by step instruction supported by more than 75 video tutorials Coverage of professional software including the Adobe Creative Suite A wide variety of inspirational images from well known designers Online full length project assignments from entry level to advanced An ideal resource for design students or practitioners Digital Design for Print and Web will show you to how to create more effectively and guide you on the path toward digital design mastery **The Lean Practitioner's Field Book** Charles Protzman, Fred

Whiton, Joyce Kerpchar, Christopher Lewandowski, Steve Stenberg, Patrick Grounds, 2016-04-05 While there are numerous Lean Certification programs most companies have their own certification paths whereby they bestow expert status upon employees after they have participated in or led a certain number of kaizen events Arguing that the number of kaizen events should not determine a person s expert status The Lean Practitioner s Field Book Proven Practical Profitable and Powerful Techniques for Making Lean Really Work outlines a true learning path for anyone seeking to understand essential Lean principles The book includes a plethora of examples drawn from the personal experiences of its many well respected and award winning contributors These experts break down Lean concepts to their simplest terms to make everything as clear as possible for Lean practitioners A refresher for some at times the text provides thought provoking questions with examples that will stimulate learning opportunities Introducing the Lean Practitioner concept the book details the five distinct Lean Practitioner levels and includes quizzes and criteria for each level It highlights the differences between the kaizen event approach and the Lean system level approach as well as the difference between station balancing and baton zone This book takes readers on a journey that begins with an overview of Lean principles and culminates with readers developing professionally through the practice of self reliance Providing you with the tools to implement Lean tools in your organization the book includes discussions and examples that demonstrate how to transition from traditional accounting methods to a Lean accounting system The book outlines an integrated structured approach identified by the acronym BASICS baseline analyze suggest solutions implement check and sustain which is combined with a proven business strategy to help ensure a successful and sustainable transformation of your organization **Department of the Interior and Related Agencies**

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Software Requirements & Specifications Mr. Rohit Manglik, 2023-05-23 Focuses on requirement engineering processes use case modeling and creating specifications that guide software design and validation

E-business Implementation: Dougal Watt, 2007-06-01 An invaluable and in depth guide for businesses and IT professionals implementing and integrating e business technologies and for trouble shooting existing e business systems A holistic approach to the latest issues facing e business in the modern economy Provides detailed information on Project Management Intranets Portals Content Management Transactional e commerce Application Server EAI Hub and Spoke EAI Message Bus EAI Extended EAI Business Process Integration BPI Real Time Business Intelligence Web Services SOAP WSDL UDDI Java XML Net Hardware and Operating Systems Security Networking Systems DNS and Open Source technologies

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