

# 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

**Laura Dallas Burford**



## **Project Scope Document:**

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 all exam objectives in a systematic approach so you can be confident you're getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands on exercises to reinforce critical skills Real world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book so you can track your exam prep objective by objective On the accompanying CD you'll find Sybex test engine Test your knowledge with advanced testing software Includes all chapter review questions and bonus exams Electronic flashcards Reinforce your understanding with flashcards that can run on your PC Pocket PC or Palm handheld Audio instruction Fine tune your project management skills with more than two hours of audio instruction from author Kim Heldman Searchable and printable PDF of the entire book Now you can study anywhere any time and approach the exam with confidence 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 **The Data Warehouse Lifecycle Toolkit** Ralph Kimball, Margy Ross, Warren Thornthwaite, Joy Mundy, Bob Becker, 2008-01-10 A thorough update to the industry standard for designing developing and deploying data warehouse and business intelligence systems The world of data warehousing has changed remarkably since the first edition of The Data Warehouse Lifecycle Toolkit was published in 1998 In that time the data warehouse industry has reached full maturity and acceptance hardware and software have made staggering advances and the techniques promoted in the premiere edition of this book have been adopted by nearly all data warehouse vendors and practitioners In addition the term business intelligence emerged to reflect the mission of the data warehouse wrangling the data out of source systems cleaning it and delivering it to add value to the business Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience The authors understand first hand that a data warehousing business intelligence DW BI

system needs to change as fast as its surrounding organization evolves To that end they walk you through the detailed steps of designing developing and deploying a DW BI system You ll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions

**A Comprehensive Project Management Guide** Philip Bauer,2024-12-31 This book chiefly focuses on the IPMA competence baseline ICB version 3 0 closely intertwined with project management standards like the PMBOK guide official ANSI Norm and DIN It explores various facets of project management including effective problem solving strategies cross disciplinary methods and the integration of modern tools and techniques Additionally it examines practical applications of the Six Sigma philosophy presenting industry relevant examples to facilitate reader comprehension and implementation Intended as a reference guide it provides a reliable foundation for both theoretical and practical work along with a comprehensive overview of the state of the art in project management and adjacent disciplines Moreover it offers a tailor made resource for master s studies in Project Management and Quality Management consolidating the insights of trusted industry experts from around the globe As such this workbook is ideally suited as supplementary self study material while also helping readers meet their daily project management requirements

**Software Testing and Continuous Quality Improvement** William E. Lewis,2017-06-01 It is often assumed that software testing is based on clearly defined requirements and software development standards However testing is typically performed against changing and sometimes inaccurate requirements The third edition of a bestseller Software Testing and Continuous Quality Improvement Third Edition provides a continuous quality framework for the software testing process within traditionally structured and unstructured environments This framework aids in creating meaningful test cases for systems with evolving requirements This completely revised reference provides a comprehensive look at software testing as part of the project management process emphasizing testing and quality goals early on in development Building on the success of previous editions the text explains testing in a Service Orientated Architecture SOA environment the building blocks of a Testing Center of Excellence COE and how to test in an agile development Fully updated the sections on test effort estimation provide greater emphasis on testing metrics The book also examines all aspects of functional testing and looks at the relation between changing business strategies and changes to applications in development Includes New Chapters on Process Application and Organizational Metrics All IT organizations face software testing issues but most are unprepared to manage them Software Testing and Continuous Quality Improvement Third Edition is enhanced with an up to date listing of free software tools and a question and answer checklist for choosing the best tools for your organization It equips you with everything you need to effectively address testing issues in the most beneficial way for your business

**Project+ Study Guide** William Heldman,Lona Cram,2006-02-20 Here s the book you need to prepare for the latest version of CompTIA s Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best

Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file     IT Project+ Study Guide William Heldman,Lona Cram,2006-07-14 Here s the book you need to prepare for the latest version of CompTIA s IT Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on IT project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including IT Project Initiation and Scope Definition IT Project Planning IT Project Execution Control and Coordination IT Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note On August 10 2004 CompTIA changed the name of the IT Project certification to Project in order to better reflect the title s application beyond IT professionals Neither the exam objectives nor the exam questions were changed The CAQC appoved content found in this edition of the IT Project Study Guide therefore remains valid and suitable for candidates preparing for the Project certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file     *Cost and Value Management in Projects* Ray R. Venkataraman,Jeffrey K. Pinto,2011-08-26 Cost and Value Management in Projects provides practicing 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 that would be most effective for achieving cost efficiency and value optimization This book addresses cost from a strategic perspective offering thorough coverage of the various elements of value management such as value planning value engineering and value analysis from the perspective of projects     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 with the bestselling Creating Success series Written by experts for new and aspiring managers and leaders this million selling collection of accessible and empowering guides will get you up to speed in no time Packed with clever thinking smart advice and the kind of winning techniques that really get results you ll make fast progress quickly reach your goals and create lasting success in your career

**A Project Manager's Book of Templates** Cynthia Snyder Dionisio,2022-12-08 A PROJECT MANAGER S BOOK OF TEMPLATES A helpful compendium of ready made templates for managing every project in alignment with the latest PMBOK Guide 7th ed Project Management is a growing discipline that has seen considerable recent development Project managers are now expected to deploy predictive and adaptive methods and to draw upon a considerable base of knowledge in developing and formalizing project plans The Project Management Institute PMI publishes the authoritative Project Management Body of Knowledge PMBOK Guide which contains the global standard for the Project Management profession A Project Manager s Book of Templates is a vital companion to the PMBOK Guide providing a comprehensive set of templates and reports that helps project managers translate the content of the Guide into practical applications It promises to be an indispensable resource for professionals in this fast moving field A Project Manager s Book of Templates readers will also find Templates covering all types of work such as starting planning project documents logs and registers and reports and audits Templates representing all updated features of the PMBOK Guide including hybrid adaptive and iterative practices including Agile Easy readable structure that moves project managers through the different types of work that is performed in project A Project Manager s Book of Templates is an essential companion for those preparing for the PMP Certification Exam as well as practitioners and consultants to a range of global industries

**PMP Certification: Excel with Ease 2/e** Subramanian Chandramouli,2013 PMP Certification Excel with Ease is a self study guide and is essential to all Project Management Professional aspirants to clear the certification examination The book is based on A Guide to the Project Management Body of Knowledge PMBOK Guide fifth edition which presents a set of standard terminology and guidelines for project management

**Information Systems Project Management** David Avison,Gholamreza Torkzadeh,2009 Includes applications of both information technology and production operations management with a focus on information systems to demonstrate the real environment that exists for IS projects

Handbook of Human Performance Technology James A. Pershing,2006-03-31 The first two editions of the Handbook of

Human Performance Technology helped define the rapidly growing and vibrant field of human performance technology a systematic approach to improving individual and organizational performance Exhaustively researched this comprehensive sourcebook not only updates key foundational chapters on organizational change evaluation instructional design and motivation but it also features breakthrough chapters on performance technology in action and addresses many new topics in the field such as certification Six Sigma and communities of practice Boasting fifty five new chapters contributors to this new edition comprise a veritable who's who in the field of performance improvement including Geary Rummler Roger Kaufman Ruth Clark Allison Rossett Margo Murray Judith Hale Dana and James Robinson and many others Praise for the third edition of the Handbook of Human Performance Technology If you are in the business of trying to improve organizational performance this Handbook should be the first place you look for answers to questions about human performance technology Joseph J Durzo CPT Ph D senior vice president and chief learning officer Archstone Smith This newest edition of the Handbook provides an unparalleled all encompassing survey of the latest theory and its practical application in this emergent field This book is a must have reference for any professional wishing to systematically improve performance within their organization Weston McMillan CPT manager training and development eBay Inc An invaluable engaging resource for anyone charged with improving workplace performance It not only provides the background and foundations of our profession but more importantly it also provides the most up to date descriptions of how to apply HPT to drive results Rodger Stotz CPT vice president and managing consultant Maritz Inc This book is filled with insights both for those who are new to the field and also for those who are experienced It offers concrete advice and examples on how to use HPT to impact business results and how to work successfully within organizations Anne Marie Laures CPT director learning services Walgreen Co The Handbook contains many of the secrets for improving the performance of individuals groups and organizations Robert F Mager author Analyzing Performance Problems and How to Turn Learners On Without Turning Them Off [Project Scope Management](#) Jamal Moustafaev,2014-12-03 Incomplete or missed requirements omissions ambiguous product features lack of user involvement unrealistic customer expectations and the proverbial scope creep can result in cost overruns missed deadlines poor product quality and can very well ruin a project This book explains how to elicit document and manage requirements to control project scope creep It also describes how to manage project stakeholders to minimize the risk of an ever growing list of user requirements The book examines five different projects and traces their development from a project scope management perspective **Healthcare Operations Management, Third Edition** Daniel B. McLaughlin,John R. Olson,2017-03-01 The answers to many of the dilemmas faced by the US healthcare system such as increasing costs inadequate access and uneven quality lie in organizational operations the nuts and bolts of healthcare delivery Leading healthcare organizations have begun to employ the programs techniques and tools of operations improvement that industries outside of healthcare have successfully used for decades Healthcare Operations Management aims to help healthcare

management students and working professionals find ways to improve the delivery of healthcare with its complex web of patients providers reimbursement systems physician relations workforce challenges and intensive government regulation Taking an integrated approach the book puts the tools and techniques of operations improvement into the context of healthcare so that readers learn how to increase the effectiveness and efficiency of tomorrow's healthcare system Thoroughly revised and updated this edition includes A new chapter on big data and analytics for fact based decision making More Excel examples to demonstrate the use of this prime analytics tool New case studies and exercises Expanded information on innovation and new approaches to care delivery With its plentiful examples guidelines to software tools and emphasis on contemporary healthcare management issues this book provides current and future healthcare professionals alike with a broad foundation for implementing operational improvements in their organizations **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 *Project Management for Flat Organizations* Laura Dallas Burford, 2012-09-29 A flat organization believes the formal processes and controls used by many hierarchical organizations are too involved require too much overhead cost and are too complex and or time consuming Project Management for Flat Organizations provides common sense solutions to the unique challenges of organizations with flat hierarchical structures It explains project management theory and offers simple and cost effective project management processes tools and techniques that can be applied immediately This guide includes instruction and templates required to deliver projects efficiently and successfully with minimal risk and investment It also enables users to develop a framework specific to the needs of their organization This is a go to guide you will want to keep on your desk for easy reference when working on projects This book is ideal for the project manager team member manager or project sponsor with limited or no formal project management experience working within a flat organization It offers clear understandable discussions about project management processes practical ideas and suggestions answers common questions and explains ways to address common pitfalls **The Complete Project Management Methodology and Toolkit** Gerard M. Hill, 2009-10-15 Written by one of the nation's most highly regarded project management mentors The Complete Project Management Methodology and Toolkit provides a combined project and business management solution that any can be readily applied in any industry by both novice and certified project managers Aligned with common business practices Gerald Hill's method shows how to keep on schedule maintain areas of responsibility and evaluate a job's progress from conception



to completion The text also offers a methodology implementation guide that gives additional insight into the recommended activities that can be customized to meet the needs of individual organizations

*A Project Manager's Book of Forms* Cynthia Snyder Dionisio, 2017-11-21 Essential project management forms aligned to the PMBOK Guide Sixth Edition A Project Manager's Book of Forms is an essential companion to the Project Management Institute's A Guide to the Project Management Body of Knowledge Packed with ready made forms for managing every stage in any project this book offers both new and experienced project managers an invaluable resource for thorough documentation and repeatable processes Endorsed by PMI and aligned with the PMBOK Guide these forms cover all aspects of initiating planning executing monitoring and controlling and closing each form can be used as is directly from the book or downloaded from the companion website and tailored to your project's unique needs This new third edition has been updated to align with the newest PMBOK Guide and includes forms for agile the PMI Talent Triangle technical project management leadership strategic and business management and more The PMBOK Guide is the primary reference for project management and the final authority on best practices but implementation can quickly become complex for new managers on large projects or even experienced managers juggling multiple projects with multiple demands This book helps you stay organized and on track helping you ensure thorough documentation throughout the project life cycle Adopt PMI endorsed forms for documenting every process group Customize each form to suit each project's specific needs Organize project data and implement a repeatable management process Streamline PMBOK Guide implementation at any level of project management experience Instead of wasting time interpreting and translating the PMBOK Guide to real world application allow PMI to do the work for you A Project Manager's Book of Forms provides the PMBOK aligned forms you need to quickly and easily implement project management concepts and practices

**Managing A Network Vulnerability Assessment** Thomas R. Peltier, Justin Peltier, John A. Blackley, 2017-07-27 The instant access that hackers have to the latest tools and techniques demands that companies become more aggressive in defending the security of their networks Conducting a network vulnerability assessment a self induced hack attack identifies the network components and faults in policies and procedures that expose a company to the damage caused by malicious network intruders Managing a Network Vulnerability Assessment provides a formal framework for finding and eliminating network security threats ensuring that no vulnerabilities are overlooked This thorough overview focuses on the steps necessary to successfully manage an assessment including the development of a scope statement the understanding and proper use of assessment methodology the creation of an expert assessment team and the production of a valuable response report The book also details what commercial freeware and shareware tools are available how they work and how to use them By following the procedures outlined in this guide a company can pinpoint what individual parts of their network need to be hardened and avoid expensive and unnecessary purchases

## The Enigmatic Realm of **Project Scope Document**: Unleashing the Language is Inner Magic

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