***Project Scope Statement***

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| **Project Name** |  | Project Number |  |
| **Project Manager** |  | Prioritization |  |
| **Owner(s)** |  |

**NOTE: *Remove this note and all instructions in the template for a business professional document.***

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| Statement of Work—Project Description and **Project Product** | *In this section of the scope statement, we specifically elaborate on what the project will create. One should also discuss here how the project team plans to accomplish this project. This section should be quite detailed, because it creates the basis for the entire project and prepares you for development of your upcoming WBS. Here you should list the high-level tasks and describe how each task will be executed for the project. This section should be based on information found in the project's charter. For example, a software development project would have an overall description (two to three paragraphs explaining the project product). This would be followed by 7–10 pages going into detail about the work being completed on the project.* |
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| **Project Deliverables** | What are the tangible outputs or services of this project? What big-picture items will have to be created or performed in order to accomplish the statement of work? These are a list of items that will be the result of the execution of the project work packages in the WBS. For example, if your task is to develop software program for application A, one of your deliverables will be software application developed. The project examples in this class normally have 10 to 15 deliverables. | |
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| **Project Objectives** | *What are the cost, schedule, and quality objectives of this project? Your objective statement is likely to be the same or similar as in your project charter, based on any new knowledge. Here you might add goals for the project. Objectives can and often do look past the end for the project, such as an example of cutting costs in operations by 15%. It is highly possible that your project objective will have some subobjectives or goals. For example, the project objective for the software project might be as follows.*  *The objective of this project is to develop a new programming application for the payroll department that will interface with the existing Kronos system by 10/12/2014 at a budgeted cost of $50,000. The goals of the project include the following.*   * *Create a newly developed program that will be installed and tested by users.* * *Install and load server hardware required for the application and database environment.* | |
| **Project Assumptions** | *What are the assumptions on which the project is based? Project assumptions are those things we believe to be true without proof for planning purposes. For our software development, we might assume that users will be available to test when needed. We have no way to know this for sure during project planning; thus, it is an assumption for our project. You should have at least 15–20 assumptions.* | |
| **Project Constraints** | What are the major limiting factors that affect the project? Project constraints are limitations placed upon the project. Many of them are placed by individuals outside of the project. These limitations could be laws, regulations, rules, policies, procedures, or customer or sponsor requirements. Let’s say we are limited to access for 10 users to test the new application. This would be a constraint of resources available to test the project. You should have at least 10–15 constraints. | |
| **Exclusions** | *What are the boundaries of the project? What is not going to be included in the project? This helps the project manager to set boundaries on the project scope. For example, on our software development project, we might exclude some specific functionality on the program. Let’s say Internet access for credit card payments will not be included in the programming for this project. You should have at least 10–15 exclusions.* | |
| **Acceptance Criteria** | Develop a checklist that will be used by the customer to measure your performance for the project. This includes the following: What must the product be able to do when completed to be acceptable to the customer? What standards or regulations must the product meet? What performance specifications must the product meet to be acceptable to the customer? For example, the new application developed must be installed in accordance with the standard equipment and specifications; functionality tested by the user and accepted prior to implementation. | |
| |  |  | | --- | --- | | **Technical Requirements** | What is needed to make this project functional in terms of equipment, computers, cash registers, and so forth? What functionality must it have? In our example, there would be specific types of hardware required, such as 2 HP Proliant DL580 G7 high performance servers are needed for the application software program execution and database storage. This section should be three to five pages, depending on the project you selected. | | | |
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| **APPROVALS** | | |
| Type Name | Signature | Date |
| Project Manager Approval |  |  |
| **Customer or Sponsor Approval** |  |  |