**Scope Statement**

**For**

# <Project Name>

Prepared by <Name>

<Department or Unit Name>

<Date Prepared>

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### 1. Executive Summary

*This should include a detailed description of the work that will be performed and the benefits that the work is expected to achieve. If items are identified that are clearly out of the scope of this project, they should be noted here.*

### 2. Project Objectives

### 2.1 Need/Opportunity/Objectives

*The business need/opportunity should be stated in business terms and should provide an understanding of:*

* *What created the need, or how the opportunity was recognized*
* *The magnitude of the need/opportunity*
* *Contributing factors, such as workload increases or staff reductions, and fiscal constraints*
* *An understanding of the extent to which the need/opportunity would be addressed if an appropriate alternative were implemented*
* *The consequences for customers if the need or opportunity is not addressed.*

*A statement of the business vision helps ensure traceability in the project. Business goals and objectives are linked back to the vision, and each project objective is also linked to the business vision. Business objectives can be stated as business measures, such as increasing profits by 20%.*

**2.2 Solution Description**

*Describe the proposed solution and state how it meets the business goals.*

*Project objectives describe the proposed solution and help define how the project supports the business objectives. Include such things as:*

* *Solution description.*
* *Benefits of doing the project. Benefits should link back to the business need or opportunity.*
* *The criteria by which the project will be deemed successful by key stakeholders.*

*Examples:*

* *Implementation of this new service will reduce operational expenses by $200,000 per year.*
* *This project will be successful if delivered within 10% of the approved budget.*

**2.3 Deliverables**

*Deliverables are tangible products or things that the project will produce, stated at a high level. They describe what the business clients will get when the project is done. It is important to also state exclusions, or what will not be included in the project. Deliverables will be detailed elsewhere in the project plan.*

*Examples:*

*Deliverables included:*

* *A new service*
* *Recommendations on new automation*
* *A feasibility study*
* *A new voice response system*

*Deliverables excluded:*

* *Implementation of the new service*
* *Implementation of the feasibility study recommendations*
* *Maintenance of the new system*

**3. Project Description**

* 1. **Scope**

***Includes:***

*Describe the functionality that is included within the project.*

***Does Not Include:***

*Describe the functionality or elements related to the project that are not included*

**3.2 Completion Criteria**

*Describe what will be created in terms of deliverables (and their characteristics) and/or what constitutes a successful phase completion.*

**3.3** **Risk Assessment**

*Describe the top two or three projects risk and a high-level mitigation plan. This brief assessment will be expanded in the formal Risk Management Plan, completed as part of the Project Plan*.

**3.4 Constraints**

*All projects have constraints, and these need to be defined from the outset. Projects have resource limits in terms of people, money, time, and equipment.*

**3.5 Dependency Linkages**

*In some cases, one project may be dependent upon another project’s deliverables; this linkage needs to be identified and its progress monitored. In other cases, a project may be dependent upon information from several agencies; the tasks and activities of the information gathering process that need to be monitored.*

* 1. **Impacts**

*Organizational change management, retraining, increases/decreases in operating budgets are example impacts.*

**3.7 Measures of Project Success**

*This section describes the metrics that will be used on the project to determine how success will be measured. Such metrics might include how to measure customer satisfaction or might state what a “user friendly” system is.*

**3.8 Assumptions**

*Project assumptions need to be defined before project activities take place so that time is not spent on a project that has no basis for funding. For example, support and attention will be provided by the Business Sponsor and the Steering Committee; resources will be available to adequately staff the project, etc.*

**3.9 Critical Success Factors**

*Describe those factors that will ensure the success or failure of the project. For example, the Organization Change Management Plan will be accepted; the system infrastructure environment will be adequate, etc.*

**3.10 Roles and Project Stakeholders**

**3.10.1 Roles**

The following role definitions are being applied to the resources assigned to this project:

|  |  |
| --- | --- |
| **Project Sponsor** |  Provides executive team approval and sponsorship for the project. Has budget ownership for the project and is the major stakeholder and recipient for the project deliverables. |
| **Project Owner** |  Provides policy definition to the Project team. Resolves all policy issues with the appropriate policy owners in order to provide a clear, decisive definition. Makes final decisions and resolves conflicts or issues regarding project expectations across organizational and functional areas. The project owner and the project manager have a direct link for all communication. The project manager will work directly with the project owner on all policy clarification. |
| **Project Manager** | Provides overall management to the project. Accountable for establishing a Project Charter, developing and managing the work plan, securing appropriate resources and delegating the work and insuring successful completion of the project. All project team members report to the project manager. Handles all project administrative duties, interfaces to project sponsors and owners and has overall accountability for the project. |
| **Steering Committee** | Provide assistance in resolving issues that arise beyond the project manager’s jurisdiction. Monitor project progress and provide necessary tools and support when milestones are in jeopardy. |
| **Stakeholder** | Key provider of requirements and recipient of project deliverable and associated benefits. Deliverable will directly enhance the stakeholders’ business processes and environment. Majority of stakeholders for this project will be agency heads, CIO’s and project management representatives. |
| **Team Member** | Working project team member who analyzes, designs and ultimately improves or replaces the business processes. This includes collaborating with teams to develop high level process designs and models, understanding best practices for business processes and partnering with team members to identify appropriate opportunities, challenging the old rules of the business and stimulating creating thinking, and identifying organizational impact areas. |

**3.10.2 Stakeholders**

|  |  |
| --- | --- |
| **Name**  | **Role** |
| <Name> | Project Owner |
| <Name> | Project Manager |
| <Name> | Steering Committee Members |
| <Name> | Team Members |
| <Name> | Team Members |
| <Name> | *Team Member* |
| <Name> | *Team Member* |
| <Name> | *Team Member* |

**4. Project Approach**

#### Planned Approach

*Describe how the project will be implemented. For example, discuss phasing, outsourcing plans, or the hiring of temporary resources, creation of various testing environments, etc.*

**5. Project Estimates**

**5.1 Estimated Schedule**

Key Project milestones relative to project start are as follows:

|  |  |
| --- | --- |
| **Project Milestones** | **Target Date** |
| Project Start  | <MM/DD/YY> |
| <Milestone> | <MM/DD/YY> |
| <Milestone> | <MM/DD/YY> |
| <Milestone> | <MM/DD/YY> |
| <Milestone> | <MM/DD/YY> |
| Project Completion | <MM/DD/YY> |

**5.2 Resource Requirements – Team and Support Resources**

The following personnel resources are required to complete this project:

|  |  |
| --- | --- |
| **Personnel Resource Types** | **Quantity** |
|  |  |
|  |  |
|  |  |
| **Total Personnel Resources** |  |

**5.3 Estimated Cost**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Expense** | **Original Budget** | **Current Budget** | **Spent to Date** | **Est. to Complete** | **Current Forecast** | **Variance** |
| **Labor** |  |  |  |  |  |  |
| Internal |  |  |  |  |  |  |
| External |  |  |  |  |  |  |
| **Hardware** |  |  |  |  |  |  |
| **Software** |  |  |  |  |  |  |
| **Other** |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |

**6. Project Controls**

 *Describe how each of these project controls will be employed.*

**6.1 Steering Committee Meetings**

**6.2 Monthly Status Reports**

**6.3 Risk Management**

**6.4 Issue Management**

**6.5 Change Management**

**6.6 Communication Management**

**7. Authorizations**

**The Scope Statement will be approved by:**

<The Project Manager, Project Owner, or Project Sponsor>

**Project Changes will be approved by:**

<The Project Owner>

**Project deliverables will be approved/accepted by:**

<The Project Owner, Project Sponsor, or key Stakeholders>

*Specific task responsibilities of project resources will be defined in the Project/work Plan.*

**8. Scope Statement Approval Form/Signatures**

**Scope Statement Approval Form**

**Project Name:** <Project Name>

**Project Manager:** <Project Manager>

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the project manager and the project sponsors on the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Scope Statement and agree.

|  |  |  |
| --- | --- | --- |
| **Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*The signatures of the people above relay an understanding in the purpose and content of this document by those signing it. By signing this document you agree to this as the formal Project Scope Statement.*