YOUR COMPANY PROJECT SCOPE

Date

OVERVIEW

1. Project Background and Description

Describe how this project came about, who is involved, and the purpose.

Note: To delete any tip (such as this), select it and start typing. If you're not yet ready to add your own text, select a tip and press spacebar to remove it.

2. Project Scope

Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn't fit in the box). Scope answers questions including what will be done, what won't be done, and what the result will look like.

3. High-Level Requirements

Describe the high level requirements for the project. For example:

4. Deliverables

List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project.

5. Affected Parties

List business processes or systems which will be impacted by this project and describe how they will be affected.

6. Affected Business Processes or Systems

Describe any specific components that are excluded from this project.

7. Specific Exclusions from Scope

> ℹ️ *Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release?*

8. Implementation Plan

> ℹ️ *Include recommendations that lead to your proposed solution. Summarize what you're proposing to do and how you're going to meet the goals. You'll be able to expand on the details within the 'Our Proposal' section.*

9. High-Level Timeline/Schedule

> ℹ️ *Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?*

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

Approved By	Date	Approved By	Date