

Project Scope Document

[Project Name]

[Project Phase]

[Business Group/ Sponsor]

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Author
Role or Title

Approval Page	
<i>(Sign above name and date signature)</i>	
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REVISION SUMMARY SHEET

Revision Description	Document No.	Page or Section No.	Date	Changed By	Approved By

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1. Introduction

1.1 Document Purpose

1.1.1 This document will describe the full and detailed scope of this project. Included with the scope (specific deliverables, tasks and systems or elements of systems that will be worked on in the project – i.e. what the project will deliver), the document will also describe what is out of scope (what the project will NOT deliver).

1.1.2 Audience

- The audience for the project scope in general includes the business sponsors, the business leads, and the project team.

1.1.3 Document Scope

- This document contains an itemized and detailed listing of in scope and out of scope items. It does not cover project schedule, budget, cost benefit analysis or requirements.

2. Project Objective

- *This section generally provides an overview of the project vision, mission, goals and desired business outcomes.*

2.1.1 Assumptions

- *This section describes the overall assumptions that the business has made about the project as a whole. These may include alignment with other projects as those projects complete, or that other conditions will be met or in place prior to the initiation of this project.*
- *This section generally provides the team with some of the assumptions that project activities will be based on.*

2.1.2 Constraints

- *This section describes the overall constraints that define the, limitations that the business has placed on the project as a whole. These may include limitations on time, resources, budget, type of solutions, minimum standards, or mandated integrations with other elements in the enterprise architecture.*
- *This section generally provides the team with some of the constraints that project activities will be based on.*

3. Deliverables

- *This section provides the team with a high level list of generic deliverables that will be given to the business as a result of the project.*

4. Project Milestones

- *This section provides the team with a high level list of anticipated milestones that will be achieved across the life of the project.*

5. Scope Of Business Problem

5.1 Business Processes Impacted

- *This section provides the team with a high level list of business processes that will be directly or indirectly impacted by the project of the deliverables of the project.*

5.2 Systems/Applications Impacted

- *This section provides the team with a high level list of systems and applications that will be directly or indirectly impacted by the project of the deliverables of the project.*

6. Scope

6.1 In Scope

- *This section generally provides the team with the business level requirements that will be fleshed out and developed during the project activities.*

6.2 Out of Scope

- *This section generally provides the team with clear directives about what they will not work on unless a change request is raised AND approved.*

7. Risks & Impacts

Risk Event	Probability of Occurrence	Impact	Risk Strategy
Describe the potential risk event that could occur on this project.	How likely is it to occur? High, Medium, or Low	What would be the impact the project or outcomes if it did occur?	How will this risk be prevented or handled if it does occur?

Risk Event	Probability of Occurrence	Impact	Risk Strategy
		High, Medium, or Low	

8. Related Documents

- Project Plan
- Project Charter
- Business Case
- Statement of Work (SOW)

9. Appendix