

Scope Management Plan

projectMethod – The Ultimate Methodology

Current Step:

Define Scope

Next Step:

Develop Schedule

Prev Step:

Assign Project Manager

Scope Management Plan

Use this template to create a Scope Management Plan. The Scope Management Plan is used to define how Scope will be managed and how changes will be implemented. This includes identification, management and implementation of changes. **PMBOK 5.2.3.3**

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(All dotted underlined text is Hidden and will not print unless specified)

projectMethod
Tools for projects that matter



IDENTIFICATION			
PROJECT NAME	PROJECT DESCRIPTION	PROJECT ID	DATE
{An organization name for the project}	{A short description of the project. The detailed description will be elaborated in the following sections.}	{A unique project id}	{Date doc was created}
WEB SITE	Build a WEB SITE for Company ABC.	2000-1	Jun 30, 2000
VERSION	STRATEGIC GOAL		
{The current version number for this document}	{All projects should be supportive of the organizations goals. PMBOK 5.1.1.2 }		
Version 1.0	Goal 2000-2: Increase the sales of all products by 20%.		
	Goal 2000-12: Increase marketing efforts, specifically on the Internet.		

I. APPROACH

{Overall approach towards Scope Management. How will changes be controlled. Use of corporate Change Management System. Will a Change Control Board exist? Who will sit on the Change Control Board?}

Scope Management will be the sole responsibility of the Project Manager. No changes will be allowed unless authorized by the Change Control Board. The Change Control Board will be comprised of the Project Sponsor, Joe Sponsor and the key user, Sue User. The administration of the changes will follow the procedures of the Corporate Change Control System.

II. STABILITY

{How likely is the scope to change? Will there be a lot of changes? How big will the changes be?}

The scope for this project is well defined. The client was very clear on what they wanted as part of this project. Since the main function of this WEB Site is to serve as a "brochure", it is not expected that many changes will be requested. We have specifically excluded the financial transaction capability. The requirements definition document and the Design Document will

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Scope Management Plan

finalize the details of the requirements.

III. CHANGE CONTROL

{Identification and Classification of changes}

Any stakeholder involved in the Project can identify changes.

Changes will be classified and prioritized as per the criteria defined in the Corporate Change Control System:

- Impact (Major, Medium, Minimal)
- Severity (High, Medium, Low)

		Impact		
		Major	Medium	Minimal
Severity	High	5	4	3
	Medium	4	3	2
	Low	3	2	1

All change requests must be submitted to the Corporate Change Control System, using the standard Change Request Form.

ACCEPTANCE			
ROLE	PROJECT SPONSOR	PROJECT MANAGER	DATE
NAME TITLE	{An individual external to the project who has a vested interest in the successful completion of the project. PMBOK 5.1.3.1} Joe Sponsor, VP Finance	{The person responsible for managing the project. This document grants the PM the authority required. PMBOK 5.1.3.2} Jim Project, Director New Projects	{Date Scope Statement is accepted} Jul 1, 2000
SIGNATURE			{Date signed} Jul 1, 2000
VERSION	CHANGE DESCRIPTION		DATE
{New version number} Version 1.0	{Details of change, including person(s) responsible for change, reasons for change and any other information. One line for each new version of document.} Created Scope Management Plan. – Jim Project		{Date of change} Jul 1, 2000