

Scope Statement

projectMethod – The Ultimate Methodology

Current Step:
Define Scope

Next Step:
Develop Schedule

Prev Step:
Assign Project Manager

Scope Statement

Use this template to create a Scope Statement. The Scope Statement is used to define the boundaries of the project. It is a written agreement between the project team and the person(s) that commissioned and sponsored the project. The Scope Statement provides the basis for future project decisions and must accurately reflect any revisions that are made to the scope of the project. **PMBOK 5.2.3.1**

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

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. ORGANIZATION REQUIREMENT (PROBLEM, OPPORTUNITY OR BUSINESS REQUIREMENT)

{Use this section to define the reason for doing the project in the first place. What problem will it solve? What opportunity will it address? What business requirement will it satisfy? **PMBOK 5.1**}

A WEB Site is needed to provide a marketing presence on the Internet. This will allow potential customers to see what products and services Company ABC has to offer.

II. PRODUCT OR SERVICE DESCRIPTION

{Describe the product or service that the project will create. Use as much detail as is available to support future project activities. How does this product or service address the Organization Requirement? **PMBOK 5.1.1.1**}

A WEB Site will be developed that will be used strictly for advertising all products and service of Company ABC. There will be no requirement for financial transactions. Contact information through a live sales person will satisfy the need to purchase. The



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minimum information to be included on the WEB Site is 1) Company Information; 2) Product Information; 3) Store locations; 4) Contact Information; 5) Partnerships and; 6) News Releases. Additional information could be provided if time and budget permits.

III. DELIVERABLES - INCLUDED

{A list of major interim deliverables that will be created as a result of the project execution. This should include only the major deliverables. A further breakdown of tasks will be performed in the Work Breakdown step. Enough detail should be provided so that there is no room for misinterpretation. You may or may not want to place the Project Management deliverables (Project Plan, Quality Plan, etc.) here as well. **PMBOK 5.2.3.1}**}

1. Requirements Definition Document – A formal document will be created that will define all the business requirements that are required in the WEB Site. This document will be the basis for the development step. Any business requirements that are identified and are perceived to be out of scope will be captured but marked as excluded.

2. Installation and configuration of the Internet Software and Hardware. -

3. Company ABC WEB Site -

4. WEB Site Support Guide -

IV. EXCLUDED

{A list of deliverables that will be NOT be created as part of the project execution. **PMBOK 5.2.3.1}**}

1. WEB Site eCommerce – This version of the WEB site will not provide any financial transactions so therefore no purchase can be made directly thru the WEB Site.

2. Tutorial -

V. OBJECTIVES

{Quantifiable criteria that MUST be met for the project to be successful. Ensure that each objective be measurable. Without a form of measurement, there will be no way to determine if the project was successful or not. **PMBOK 5.2.3.1}**}

1. Project must be completed within a budget of \$50K.

2. Project must be completed by September 1, 2000

3. WEB Site must include 1) Company Information; 2) Product Information; 3) Store locations; 4) Contact Information; 5) Partnerships and; 6) News Releases.

VI. CONSTRAINTS

{What are the limitations that have been assigned to your project? These are usually budget or schedule. When defining constraints make sure they are real constraints and not just target constraints. **PMBOK 5.1.3.3}**}

There is a budget of \$50K allocated for this effort.

The WEB SITE should be completed by September 1 so that it will be available after the vacation season.



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VII. ASSUMPTIONS

{Assumptions are factors that are considered to be true for planning purposes. List all assumptions that are made at this time. These assumptions should also be identified during risk identification. **PMBOK 5.1.3.4**}

Assume that the work will be contracted out since no one is available internally.

Assume that the project will start on July 1, 2000.

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}	{Details of change, including person(s) responsible for change, reasons for change and any other information. One line for each new version of document.}		{Date of change}
Version 1.0	Created Scope Statement. – Jim Project		Jul 1, 2000

