

Project Scope

Project Name:

Project Manager:

1. Project Purpose Statement:

Describe the reason for the project. Please limit to two paragraphs.

A separate Business Case document is created which fully documents the project feasibility study, explains reasoning and justification for the project in terms of the evaluation methods utilised and the business benefits. Reference to this document should be entered here.

2. Background:

Provide a description of the "history" of this project. Include any information on its background that may be of importance to communicate in the context of this project. Explain any changes to the external / internal environment.

Describe the existing impact (eg. on the business, on staff, customers, etc)

Explain why the status quo is changing (ie. What is the rationale for the project?)

Describe in detail the circumstances driving the change.

3. Objectives:

Document the high level objectives of the project here. Note: the objectives must be able to be related to the overall UWS strategic vision.

4. Key Stakeholders and Other Players:

Provide the details of the "players" within this project.

5. Organisational Requirements

Describe the University's organisational, end user and customer requirements for this project.

6. Approach

Provide a description of how you intend to carry out and manage the project.

7. Timeframe & Milestones

Describe the overall timeframe for the main stages in the project, and the milestones/checkpoints within each stage?

8. Inclusions & Deliverables

What is deemed to be included in the scope of the project? It is essential that items appearing in this section are clear and unambiguous. Documenting specific inclusions provides the "boundaries" for the project scope.

9. Exclusions

Ensure that all items that are not within the project boundaries, that may otherwise cause confusion by not being explicitly stated, are described here.

Such items may be within the scope of another stage or a related project.

Example Of A Scope Document

Dr. Okoro Chima Okereke



Example Of A Scope Document:

Microsoft Office Excel 2007 for Project Managers Kim Heldman, William Heldman, 2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately *Building Web Sites All-in-One Desk Reference For Dummies* Doug Sahlin, Claudia Snell, 2007-02-03 From idea to online your key to great looking Web sites Your one stop guide to building a user friendly site with professional flair Whether you re building a site to keep in touch with others sell products or promote a cause you want to make sure yours stands out in the crowd This handy reference shows you how to design an accessible site create graphics and navigation menus build forms insert sound and video and keep your visitors coming back for more Discover how to Plan maintain and promote a Web site Design with users in mind Work with HTML and CSS Optimize graphic elements for the Web Build your site with e commerce functionality **Cost and Value Management in Projects** Ray R. Venkataraman, Jeffrey K. Pinto, 2011-08-26 Cost and Value Management in Projects provides practicing managers with a thorough understanding of the various dimensions of cost and value in projects along with the factors that impact them and the managerial approaches that would be most effective for achieving cost efficiency and value optimization This book addresses cost from a strategic perspective offering thorough coverage of the various elements of value management such as value planning value engineering and value analysis from the perspective of projects **Project Management for Engineering, Business and Technology** John M. Nicholas, Herman Steyn, 2017-01-20 Project Management for Engineering Business and Technology 5th edition addresses project management across all industries First covering the essential background from origins and philosophy to methodology the bulk of the book is dedicated to concepts and techniques for practical application Coverage includes project initiation and proposals scope and task definition scheduling budgeting risk analysis control project selection and portfolio management program management project organization and all important people aspects project leadership team building conflict resolution and stress management The Systems Development Cycle is used as a framework to discuss project management in a variety of situations making this the go to book for managing virtually any kind of project program or task force The authors focus on the ultimate purpose of project management to unify and integrate the interests resources and work efforts of many stakeholders as well as the planning scheduling and budgeting needed to accomplish overall project goals This new edition features Updates throughout to cover the latest developments in project management methodologies New examples and 18 new case studies throughout to help students develop their understanding and put principles into practice A new chapter on agile project management and lean Expanded coverage of program management stakeholder engagement buffer management and managing virtual teams and cultural

differences in international projects Alignment with PMBOK terms and definitions for ease of use alongside PMI certifications Cross reference to IPMA APM and PRINCE2 methodologies Extensive instructor support materials including an Instructor s Manual PowerPoint slides answers to chapter review questions problems and cases and a test bank of questions Taking a technical yet accessible approach Project Management for Business Engineering and Technology 5th edition is an ideal resource and reference for all advanced undergraduate and graduate students in project management courses as well as for practicing project managers across all industry sectors

Life Cycle Assessment Student Handbook Mary Ann Curran,2015-07-10 This student version of the popular bestseller Life Cycle Assessment Handbook is not a watered down version of the original but retains all of the important information and valuable lessons provided in the first book along with helpful problems and solutions for the student learning about Life Cycle Assessment LCA As the last several decades have seen a dramatic rise in the application of LCA in decision making the interest in the life cycle concept as an environmental management and sustainability tool continues to grow The LCA Student Handbook offers a look at the role that life cycle information in the hands of companies governments and consumers may have in improving the environmental performance of products and technologies It concisely and clearly presents the various aspects of LCA in order to help the reader better understand the subject The international success of the sustainability paradigm needs the participation of many stakeholders including citizens corporations academia and NGOs The handbook links LCA and responsible decision making and how the life cycle concept is a critical element in environmental sustainability It covers issues such as building capacity in developing countries and emerging economies so that they are more capable of harnessing the potential in LCA for sustainable development Governments play a very important role with the leverage they have through procurement regulation international treaties tax incentives public outreach and other policy tools This compilation of points to the clear trend for incorporating life cycle information into the design and development processes for products and policies just as quality and safety concerns are now addressed throughout product design and development The Life Cycle Assessment Student Handbook is not just for students It is also a valuable resource for practitioners looking for a desktop reference on LCA or for any engineer manager or policy maker wishing to learn about LCA

A Project Manager's Book of Forms Cynthia Snyder Stackpole,2013-01-28 A compendium of ready made forms for managing every project in line with the latest PMBOK Guide Fifth Edition This valuable companion to the Project Management Institute s A Guide to the Project Management Body of Knowledge PMBOK Guide Fifth Edition presents a comprehensive and practical set of forms and reports that help project managers apply the concepts and practices described in the PMBOK Guide Designed specifically to assist both new and experienced project managers in handling all aspects of a project this edition of A Project Manager s Book of Forms contains forms that cover all the process groups initiating planning executing monitoring and controlling and closing It also includes some forms not mentioned in the PMBOK Guide which you will find helpful in managing your project Use the forms as a

guide in collecting and organizing project information or as a template for ensuring a set of consistent data on all projects The forms can also be adopted on an organizational level to enable a repeatable approach to project management Completely editable electronic versions of all the blank forms in Microsoft Office compatible format are available on an accompanying website You may use them as is or tailor them to your own needs The PMBOK Guide covers the processes for managing a project this book gives you a handy road map of forms to use to make every project just a bit smoother from start to finish PMBOK is a registered marks of the Project Management Institute Inc **Business Process Management** Thomas Hildebrandt,Boudewijn F. van Dongen,Maximilian Röglinger,Jan Mendling,2019-08-23 This book constitutes the proceedings of the 17th International Conference on Business Process Management BPM 2019 held in Vienna Austria in September 2019 The 23 full and 4 tutorial short papers included in this volume were carefully reviewed and selected from 115 submissions The papers were organized in topical sections named foundations engineering and management *The Project Managers Guide to Microsoft Project 2019* Gus Cicala,2020-04-29 Learn Microsoft Project 2019 from the perspective of the project manager This guide is an all in one training resource and reference that covers all versions found in the Microsoft Project 2019 suite It is not a how to manual covering the features and functions of the software but is designed to explain and demonstrate why those features and functions are important to you as a project manager allowing you to maximize the value of Microsoft Project 2019 Each aspect of project manager specific coverage was selectively compiled by author and Microsoft Project expert Cicala over more than two decades of consulting project management training and managing real world projects using Microsoft Project Readers will appreciate the robust index and intuitively organized and learning oriented chapters and sub sections for quick reference and problem solving Try it exercises at the close of every chapter help ensure understanding of the content What You Will Learn Understand key components to the Microsoft Project 2019 solution Reinforce learning via hands on exercises with step by step illustrations Build a plan and work breakdown structure and manage resources and assignments Utilize enterprise project management for creating a project monitoring controlling and tracking Export and communicate project information to an external audience Who This Book Is For Project managers with limited time and resources who need to maximize their efficiency with Microsoft Project Answer keys and supporting PowerPoint slides are available for academic instructors upon request *The Architect's Handbook of Professional Practice* Joseph A. Demkin,American Institute of Architects,2008-03-24 This updated resource covers all aspects of architectural practice featuring new material of sustainable design managing multiple offices lifelong learning mentoring and team building revised content on programming project management construction contract administration risk management and ethics and coverage of small firm considerations as well as emerging issues such as integrated practice and integrated project delivery Jacket **Project Management Tools and Techniques** Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of

time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them giving

The Struts Framework Sue Spielman, 2002-11-04 Struts is an open source framework that integrates with standard Java technologies and lets developers build web applications quickly and effectively In much the same way that Java has overtaken C Struts is well poised to become the framework for web application development because of its ability to address the types of issues engineers face when building large scale web applications The Struts Framework Practical Guide for Java Programmers meets the needs of this large audience estimated today at 2.5 million Java programmers and growing It provides the systematic exploration required by newcomers as well as the step by step instruction for more experienced readers eager to exploit Struts to the fullest Devoted to the latest version of the framework v 1.1 and vividly illustrated with a thorough sample application throughout this book is an essential resource for all programmers who want to be part of the next stage in the evolution of the web Hard to find practical coverage from a highly visible figure in the Java development world Among the first books to cover the latest release of Struts version 1.1 Reviews all the technologies comprising Struts including JavaServer Pages Servlets XML Custom Tags and web and application servers Teaches readers the development practices including design debugging internationalization and implementation essential to Struts development Achieving Successful and Sustainable Project Delivery in Africa Dr. Okoro Chima Okereke, 2020-05-05 African nations have an underdeveloped industrial and economic base such as their water supply electrical systems roads railways etc Massive funding is required to build each of these basic services to the levels of developed nations funding which they do not have Many African companies rely on assistance from the government and global companies looking to invest or facilitate projects in the region And for a variety of reasons many of these projects fail to fulfil the needs of the nation In order to facilitate their own economic development African nations need to cultivate efficient project management practices and policies that will help them achieve their goal of sustainability This book by a multidisciplinary project management consultant contributes to the body of knowledge that each African country can attain and sustain economic development by suggesting how to eliminate and correct most causes of failures of projects in construction water treatment electricity and renewable energy It suggests that they should also be able to obtain the sustainable harvesting of the benefits of project deliverables which have been planned for in order to implement the various aspects of their economic development The suggestions in this book will make a difference in project delivery and are comprehensive enough to create a root and branch change which will affect the people involved in making decision on projects and their delivery Thus project management teams and their managers organization decision makers companies looking to invest in the region and politicians who plan the economy have to understand the causes of unhelpful practices and what needs to be done in order to produce productive and effective delivery of long term sustainable project The principal goal of this book is to advise public and private companies and international

organizations conducting projects in Africa on how to prepare themselves their businesses and enterprises to solve the problems that cause failure of projects and abandonment of project deliverables The book also recommends the necessity for a commercial enterprise or government entity to prepare and develop its vision mission and strategic objects to constitute the basis of a business plan which should be implemented for successful operations After first identifying various failed and abandoned projects in Nigeria Ghana and South Africa the author provides an analysis of why these projects failed or were abandoned By using methodologies of Organizational Project Management OPM Project Portfolio Management PPM and project management techniques he suggests a framework for project delivery which could be used as a foundational structure and platform that will address the problem and provide solutions for the achievement of successful and sustainable project delivery in Africa

The Salesforce Business Analyst Handbook Srini Munagavalasa, 2022-11-18 Become a proficient Salesforce business analyst with the help of expert recommendations techniques best practices and practical advice Purchase of the print or Kindle book includes a free eBook in the PDF format Key Features Learn the intricacies and nuances of every stage of a project s implementation Discover real world examples tips and tricks that you can apply to any Salesforce project Overcome the challenges inherent in user interaction and improve your customer experience Book Description Salesforce business analysis skills are in high demand and there are scant resources to satisfy this demand This practical guide for business analysts contains all the tools techniques and processes needed to create business value and improve user adoption The Salesforce Business Analyst Handbook begins with the most crucial element of any business analysis activity identifying business requirements You ll learn how to use tacit business analysis and Salesforce system analysis skills to rank and stack all requirements as well as get buy in from stakeholders Once you understand the requirements you ll work on transforming them into working software via prototyping mockups and wireframing But what good is a product if the customer cannot use it To help you achieve that this book will discuss various testing strategies and show you how to tailor testing scenarios that align with business requirements documents Toward the end you ll find out how to create easy to use training material for your customers and focus on post production support one of the most critical phases Your customers will stay with you if you support them when they need it By the end of this Salesforce book you ll be able to successfully navigate every phase of a project and confidently apply your new knowledge in your own Salesforce implementations What you will learn Create a roadmap to deliver a set of high level requirements Prioritize requirements according to their business value Identify opportunities for improvement in process flows Communicate your solution design via conference room pilots Construct a requirements traceability matrix Conduct user acceptance tests and system integration tests Develop training artifacts so your customers can easily use your system Implement a post production support model to retain your customers Who this book is for This book is for intermediate to senior level business analysts with a basic understanding of Salesforce CRM software or any CRM technology who want to learn proven business analysis techniques to set their business up for success

Program Management Complexity Ginger Levin,J. LeRoy Ward,2016-04-19 Although complexity is a phenomenon that confounds and challenges program managers across industry sectors there is little information available that identifies the set of competencies managers need to complete their program successfully and deliver the benefits desired by stakeholders

Program Management Complexity A Competency Model fills this

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Software Project Management For Dummies Teresa Luckey,Joseph Phillips,2006-10-09 The increase in project outsourcing has forced traditional programmers to take on the role of project managers and quickly learn how to manage software projects The author discusses all of the essentials in widely accepted project management methodology from managing programmers to assessing and eliminating risk The book covers the iterative development model using Microsoft Project 2003 as well as a variety of methodologies including eXtreme open source SQA testing software life cycle management and more The companion Web site contains tools case studies and other resources to help even novices get up and running

The Fast Forward MBA in Project Management Eric Verzuh,2015-11-09 The all inclusive guide to exceptional project management The Fast Forward MBA in Project Management is the comprehensive guide to real world project management methods tools and techniques Practical easy to use and deeply thorough this book gives you answers you need now You ll find the cutting edge ideas and hard won wisdom of one of the field s leading experts delivered in short lively segments that address common management issues Brief descriptions of important concepts tips on real world

applications and compact case studies illustrate the most sought after skills and the pitfalls you should watch out for This new fifth edition features new case studies new information on engaging stakeholders change management new guidance on using Agile techniques and new content that integrates current events and trends in the project management sphere Project management is a complex role with seemingly conflicting demands that must be coordinated into a single overarching executable strategy all within certain time resource and budget constraints This book shows you how to get it all together and get it done with expert guidance every step of the way Navigate complex management issues effectively Master key concepts and real world applications Learn from case studies of today s leading experts Keep your project on track on time and on budget From finding the right sponsor to clarifying objectives to setting a realistic schedule and budget projection all across different departments executive levels or technical domains project management incorporates a wide range of competencies The Fast Forward MBA in Project Management shows you what you need to know the best way to do it and what to watch out for along the way

Project+ Study Guide William Heldman,Lona Cram,2004-11-19 Here s the book you need to prepare for the latest version of CompTIA s Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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Introduction to Software Project Management Adolfo Villafiorita, 2016-04-19 Although software development is one of the most complex activities carried out by man sound development processes and proper project management can help ensure your software projects are delivered on time and under budget Providing the know how to manage software projects effectively *Introduction to Software Project Management* supplies an acces

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