

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

Srini Munagavalasa



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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

Project Management for Business, Engineering, and Technology John M. Nicholas, Herman Steyn, 2008 Appropriate for classes on the management of service product and engineering projects this book encompasses the full range of project management from origins philosophy and methodology to actual applications

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

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

A Project Manager's Book of Forms Cynthia Snyder Stackpole, 2013-02-04 Designed as a companion to the Project Management Institute s A guide to project management body of knowledge PMBOK Guide this resource provides a comprehensive and practical set of forms and reports to help project managers apply the concepts and practices described in the PMBOK Guide Included are forms covering all the major process groups initiating planning executing monitoring and controlling and closing From publisher description

Implementing

Electronic Document and Record Management Systems Azad Adam,2007-08-24 The global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods There has however been very little information on just how to navigate this change until now Implementing Electronic Document and Record Management Systems explains how to efficiently **Planning, Writing and Reviewing Medical Device Clinical and Performance Evaluation Reports (CERs/PERs)** Joy Frestedt,2024-09-19 A Practical Guide to Planning Writing and Reviewing Medical Device Clinical Evaluation Reports guides readers through clinical data evaluation of medical devices in compliance with the EU MDR requirements and other similar regulatory requirements throughout the world This book brings together knowledge learned as the author constructed hundreds of CERs and taught thousands of learners on how to conduct clinical data evaluations This book will support training for clinical engineers clinical evaluation scientists and experts reviewing medical device CERs and will help individual writers teams and companies to develop stronger more robust CERs Identifies and explains data analysis for clinical evaluation of medical devices Teaches readers how to understand and evaluate medical device performance and safety in the context of new regulations Provides analysis of new clinical evaluation criteria in the context of medical device design as well as in hospital deployment and servicing *Department of the Interior and Related Agencies Appropriations for 2005: Presidio Trust oversight hearing* United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies,2004 **PMP Project Management Professional Exam Study Guide** Kim Heldman,Claudia M. Baca,Patti M. Jansen,2007-07-30 Get the most comprehensive PMP Exam study package on the market Prepare for the demanding PMP certification exam with this Deluxe Edition of our PMP Project Management Professional Exam Study Guide Fourth Edition Featuring a bonus workbook with over 200 extra pages of exercises this edition also includes six practice exams over two hours of audio on CD to help you review additional coverage for the CAPM Certified Associate in Project Management exam and much more Full coverage of all exam objectives in a systematic approach so you can be confident you're getting the instruction you need for the exam Bonus workbook section with over 200 pages of exercises to help you master essential charting and diagramming skills Practical hands on exercises to reinforce critical skills Real world scenarios that put what you've learned in the context of actual job roles Challenging review questions in each chapter to prepare you for exam day Exam Essentials a key feature in each chapter that identifies critical areas you must become proficient in before taking the exam A handy tear card that maps every official exam objective to the corresponding chapter in the book so you can track your exam prep objective by objective On the accompanying CD you'll find Sybex test engine Test your knowledge with advanced testing software Includes all chapter review questions and bonus exams Electronic flashcards Reinforce your understanding with flashcards that can run on your PC Pocket PC or Palm handheld Audio instruction Fine tune your project management skills with more than two hours of audio instruction from author Kim Heldman Searchable and printable PDF of

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and contracts an expansion of case study coverage throughout including those on the topic of sustainability and climate change as well as cases and examples from across the globe including India Africa Asia and Australia and extensive instructor support materials including an instructor s manual PowerPoint slides answers to chapter review questions and a test bank of questions Taking a technical yet accessible approach this book 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

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 givi

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

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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

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