

# Project Scope Format

## **Project Scope**

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**Project Name:**

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**Project Manager:**

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### **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.

# Sample Project Scope Document Harborlight Management

**Kim Heldman**



## **Sample Project Scope Document Harborlight Management:**

Project Manager's Spotlight on Risk Management Kim Heldman, 2010-10-01 Clear Cut Ways to Manage Project Risk If you re a typical project manager you re probably aware of the importance of risk management but may not have the time or expertise to develop a full blown plan This book is a quick and practical guide to applying the disciplines of proven risk management practices without the rigor of complex processes Part of the Project Manager s Spotlight series from Harbor Light Press this straightforward book offers solutions to real life risk scenarios Inside best selling author Kim Heldman highlights critical components of risk management and equips you with tools techniques checklists and templates you can put to use immediately By following a realistic case study from start to finish you ll see how a project manager deals with each concept Ultimately this book will help you anticipate prevent and alleviate major project risks Project Manager s Spotlight on Risk Management teaches you how to Look for and document risk Anticipate why projects fail Prevent scope and schedule risks Analyze and prioritize risks Develop implement and monitor risk response plans And much more Environmental Law Reporter ,1982

**Project Manager's Spotlight on Planning** Catherine A. Tomczyk, 2015-07-15 Clear Cut Ways to Manage Project Planning If you re a typical project manager you re probably aware of the importance of planning but may not have the time or expertise to develop a full blown strategy Here s a quick and practical guide to applying the disciplines of proven planning practices without the rigor of complex processes Part of the Project Manager s Spotlight series from Harbor Light Press this straightforward book offers solutions to real life planning scenarios Author Catherine Tomczyk highlights critical components of project planning and equips you with tools techniques checklists and templates you can put to use immediately By following a realistic case study from start to finish you ll see how a project manager deals with each task Ultimately this book will help you accurately estimate time and resource requirements enabling you to implement successful projects Project Manager s Spotlight on Planning teaches you how to Define project objectives goals scope and requirements Draft plans to manage risk quality and procurement Build your dream team Finalize estimates and budgets Create the project schedule And much more Project Scope Management Jamal Moustafaev, 2014-12-03 Incomplete or missed requirements omissions ambiguous product features lack of user involvement unrealistic customer expectations and the proverbial scope creep can result in cost overruns missed deadlines poor product quality and can very well ruin a project This book explains how to elicit document and manage requirements to control project scope creep It also describes how to manage project stakeholders to minimize the risk of an ever growing list of user requirements The book examines five different projects and traces their development from a project scope management perspective Project Manager's Spotlight on Risk Management Kim Heldman, 2005-04-18 Clear Cut Ways to Manage Project Risk If you re a typical project manager you re probably aware of the importance of risk management but may not have the time or expertise to develop a full blown plan This book is a quick and practical guide to applying the disciplines of proven risk management practices

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