## Scope Document

## Title page

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## Introduction

## Purpose

What is the purpose of the report?

1-2 sentences long, State the study’s purpose, which must solve a technical problem

Do not discuss the topic’s history or background in this section.

The purpose should include:

* The Topic
* The type of study
* The criteria for evaluation
* The location and audience
* The major reasoning

## Project Background

Why was this project started? What other efforts were attempted for this project? What was successful and what failed?

* Clarify the problem, and provide a brief description of the existing solution
* Discuss the advantages/benefits associated with completing this project.

Include:

* Topic sentence provided context for the project
* Define and explain technical terms
* Illustrate a need for the project

## Project Scope

1. Reiterate the report’s purpose
2. Identify the audience/authorizer, boundaries, limitations, criteria and sub-criteria for study. A well written scope attempts to merge the various elements of the boundaries, criteria, and limitations as it discusses the project’s structure. These elements are defined below
   1. Audience/Authorizer: The person who requests the study/report/project and the reading audience (if the audience differs from the authorizer)
   2. Boundaries: Restrictions put on the content by the authorizer, if provided (what the report can and cannot contain due to money, time, page limits, and so forth)
   3. Criteria: The major factors to be examined, presented in the same order as they will be discussed in the report, to solve the problem identified by the report’s purpose.
   4. Sub-Criteria: The associated factors of the major criteria, and in many reports, the subcritera are usually processes, equipment, methods, and so forth.
   5. Both criteria and subcriteria must be defined and explained, in detail. For example, if criterion is functionally, you must define both what it is and it not; for example, does it refer to the ability to merge a system to another system, and if so, hot, or how now?
   6. Limitations: Aspects that prevent the researcher (you) from further investigation (usually because of external reasons).

## Methodology

How do you get the primary and secondary information for this project?

## Overview

## High-Level Requirements

What high-level requirements must be include in this report?

* Project must adhere to …
* Project must focus on …
* Project must not …
* Project must include …

## Deliverables

List the documents, reports, software, objects, etc., that you create for the client.

|  |  |  |
| --- | --- | --- |
| Deliverable | Description | Audience |
| BRD | Business Requirements Document | Software Development Team |
|  |  |  |
|  |  |  |

## Affected Parties

Who are the stakeholders for this project?

.

## Affected Business Processes or Systems

What is it that you are creating, updating, or enhancing?

## Specific Exclusions from Scope

List important items that will specifically left out of the scope. They may be added in a later phase, or never included.

## 0 Approach

## Approach Activities

How are you going to accomplish the activities in the project?

## High-Level Phase One Activity Schedule

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Description | Client & Stakeholder Requirements | Time Estimate (hours) | Notes |
|  |  |  |  |  |
|  |  |  |  |  |

## Constraints

|  |  |
| --- | --- |
| Name | Description |
| C1 | Are you constrained or limited by something? |
| C2 |  |
| C3 |  |

## Assumptions

|  |  |
| --- | --- |
| Name | Description |
| A1 | Don’t take things for granted. If you assume something about the project, resources, schedule, etc., list them here. |
| A2 |  |
| A3 |  |

## Conclusion

Reiterate the report’s purpose. Summarize the important points. Explain the importance of implementing this project. Leave will a call to action.

## APPENDIX A

Approval and Authority to Proceed

We approve the project as described above and authorize <<Name>> to proceed.

|  |  |  |
| --- | --- | --- |
| Name | Title | Date |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |
| Approved By |  |  | Date |  | Approved By |  |  | Date |