# Project Scope Management Plan Template

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| Project Name: | |
| Prepared by: | |
| Date: | |
| Process to develop scope: | The project manager should review the project charter and preliminary project scope statement. These documents provide a non-detailed scope of the project. The project manager should use subject matter experts from the area and relief agency to develop the non-detailed scope statement into a very detailed scope of what the will produce. For example: The project charter and preliminary project scope statement states to build a school that does not exceed certain dimensions. The project manager may use the following:   * The project manager would use the project charter and the preliminary project scope statement to determine any other requirements. * The project manager should be familiar with minimum health and hygiene requirements. * The project manager would ask the NGO/relief agency/government for previous school plans * The project manager may ask leaders of the affected community about culture and traditions. * The project manager should be briefed on the relevant laws. * The project manager may determine proper placement of relief workers based on their previous experience. Through this process the project manager may now determine that the school will be made of brick, will have two classrooms, plus lavatories, and a meeting hall. If these detailed plans do not meet the requirements of the original project charter and preliminary project scope statement, the project manager MUST go back to the sponsoring agency and review the plans and have the plan approved. |
| Process to develop the activities: | The project manager, while developing the project scope statement, should also have subject matter experts starting to create high-level activities to understand the schedule, costs, and other project management processes that may need to be used during the project. Refer to the templates on schedules and cost/estimating. Also, the Methodology provides more information on developing a milestone schedule. |
| Process to define verification of scope and acceptance: | The project manager needs to make sure that this is coordinated by the sponsoring agency and reflected in the project management plan. The project manager should refer to the transition/hand-off and the demobilization of project resources, which should be provided by the sponsoring agency and is a part of the Closing Process Group. |
| Process for project change requests: | The project manager should describe how the project will coordinate and route changes to the project scope. The process provided in this document should be detailed in the change management plan. |