

# Define Scope

## Process: Importing Natural Coral from the Solomon Islands

### 1. Overview:

The Define Scope process is a critical precursor to developing the Define Scope statement for Mar Organica's Project: Importing Natural Coral from the Solomon Islands. This process ensures a comprehensive understanding of project boundaries, deliverables, constraints, and acceptance criteria.

### 2. Objectives:

- Clearly delineate the project scope, outlining its boundaries and specifics.
- Identify key deliverables and establish acceptance criteria for successful project completion.
- Define constraints and assumptions to guide project execution.
- Align stakeholder expectations with the project's intended outcomes.

### **3. Steps:**

#### **3.1. Scope Identification:**

Review Project Charter:

- Examine the Project Charter to understand high-level project objectives, constraints, and stakeholder expectations.

Conduct Stakeholder Interviews:

- Engage with stakeholders, including government authorities, environmental organizations, and suppliers, to gather insights into their expectations and requirements.

Analyze Historical Data:

- Review historical data related to similar projects for valuable insights and lessons learned.

#### **3.2. Deliverable Definition:**

Work Breakdown Structure (WBS):

- Develop a preliminary WBS to break down the project into manageable components.

Key Deliverables:

- Identify and document the key deliverables essential for achieving project objectives.

#### **3.3. Acceptance Criteria:**

Collaborate with Stakeholders:

- Work closely with stakeholders to establish clear and measurable acceptance criteria for each deliverable.

Document Criteria:

- Clearly document acceptance criteria, ensuring they align with project goals and stakeholder expectations.

#### **3.4. Constraints and Assumptions:**

Identify Constraints:

- Enumerate constraints, such as limited coral species availability and adherence to CITES regulations.

Document Assumptions:

- Document assumptions made during scope definition to provide context to stakeholders.

### **3.5. Scope Validation:**

Stakeholder Review:

- Conduct a review session with stakeholders to validate the defined scope and gather feedback.

Iterative Refinement:

- Iteratively refine the scope based on stakeholder input, ensuring alignment with project objectives.

## **4. Outputs:**

Scope Statement:

- A comprehensive document outlining project scope, deliverables, acceptance criteria, constraints, and assumptions.

Scope Management Plan:

- A plan detailing how scope changes will be identified, assessed, and approved throughout the project.

## **5. Approval:**

- [Project Manager]
- [Project Sponsor]

## **6. Signatures:**

- [Project Manager]
- [Project Sponsor]

*This Define Scope process lays the groundwork for developing the Define Scope statement, ensuring clarity and alignment with stakeholder expectations for Mar Organica's Project: Importing Natural Coral from the Solomon Islands.*