|  |
| --- |
| [Your Team Name] |
| <Project Name>  Scope and Mission |
| [Client Organization Name] |
|  |
| **Team member name 1**  **Team member name 2**  **Team member name 3**  **Team member name 4** |
|  |

**Please note - this is a document template, only. All of the text in *blue italics* is for explanatory purposes and must be overwritten or deleted (along with this note) when you create your own version of this document.**

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## Document Version

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| --- | --- | --- | --- |
| **Version** | **Description** | **Date** | **Author(s)** |
| **1** | *Created* | *DD/MM/YYYY* | *<name 1>*  *<name 2>* |
| **2** | *Updated with XX text/info* | *DD/MM/YYYY* | *<name 1>*  *<name 2>* |
| **3** |  |  |  |
| **…** | *Add rows as required* |  |  |

## Team Contact Information

*Team name and contact information for each team member and your supervisor.*

## Description

*A short description of the project, in your own words after your meeting with the client.*

*Don’t simply cut & paste from the description you were given!*

*What is the business problem your client is trying solve, and/or what opportunity is your client trying to take advantage of.*

## Proposed Solution

*What will your team deliver that will solve the problem, or take advantage of the opportunity described above.*

## Stakeholders and Users

*This is a bulleted list of the stakeholders for the project. This can include your client contact(s), users of your deliverables, and any other individuals or groups you will be working with or impacting.*

*You can ask your client which people, you will be working with during the term.*

*For each person/group describe their role and needs in a sentence or two. Also provide their contact information.*

## Proposed Technology

*Describe any technology that will be used. For example, what language, libraries, frameworks etc are involved in the project, and how will they be used. You should be able to explain what technologies and tools will be used to implement the solution proposed above.*

## Assumptions

*Discuss these with team members, client and supervisor.*

*Resolve ASAP and list in your Risks (below)*

## Non-Technical Assumptions

*This is a list of assumptions that relate to the scope of the project.*

*Examples:*

1. *The client will supply a populated test database;*
2. *The client will provide and install the external systems*
3. *The team will have to do the GUI as well as the back end*
4. *Etc.*

## Technical Assumptions

*These relate to technologies.*

*Examples:*

1. *The student team will/(will not) determine the back-end technologies;*
2. *Project web site will use JSP and JAVA;*
3. *Students will/(will not) have access to the client server*
4. *Etc.*

## Project Goals, Tasks, Features

*What is the client trying to achieve?*

*Describe any high-level project requirements that the client has. This could be a list of features, a list of tasks, a description of system capabilities or a combination of these. Include any documentation you are being asked to create.*

*You want to be as specific as possible in this section.*

*Be sure to indicate specifically and in detail what the final delivered project is meant to be: it could be research, design, implementation, GUI or other; it could be production quality for use by many people, a proof of concept, a prototype to be cleaned up later, or something else.*

## Deliverables

*List the deliverables expected by the client. Examples: training, user documentation, source code, makefiles (or project files), installed system, technical documents, or anything else the client has requested and that you have agreed to deliver.*

|  |  |
| --- | --- |
| **Deliverable** | **Description** |
| *Code* | *<text>* |
| *Documentation* |  |
| *Etc.* | *Add rows as required* |

## Out of Scope

*This is a critical component of your scoping exercise. Try to discuss all features, tasks and/or system capabilities and list any that will* ***not*** *be included in your project scope. Do not simply exclude features from the document as it must be clear to all readers that these features are being omitted rather than that they simply hadn’t been thought of yet.*

## Existing System

*Describe (at a system level) any software or system(s) that exists today.*

*If there is no existing software, describe the manual steps the client currently does.*

*Reference the diagrams below.*

## Diagrams

*You may have to scan or convert your diagrams in order to get them into this document.*

*Include a Diagram showing the interaction between your modules and the existing system’s modules (if any). This diagram could be Architecture, System Class, business process or other depending on your project.*

## Client Diagrams

*In this section place the diagrams that you have received or developed together with you client.*

## Team Diagrams

*In this section place any diagrams that you have developed as a team. Nothing formal yet – just anything you have that can help to communicate your project thinking.*

## High-Level Schedule

*What will team complete in each of the five weeks of the project?*

*Does the client have a preference as to how you go about your work? If so you should explain how you will meet his/her expectations.*

## High-Level Work Breakdown

*Connect the goals, tasks, features and deliverables with your schedule.*

*This should be high-level as you will have a chance to iterate through this as you proceed.*

|  |  |  |
| --- | --- | --- |
| **Owner** | **Description** | **Completion Date** |
| *<team member>* | *Contact the web host and find out if they can support SQL version 1.2:* | *Wednesday. XX Apr/May* |
| *<team member>* | *Will use new login information and get the server communicating with the web client and email rest of team and client with result.* | *Tuesday XX Apr/May* |
|  |  |  |
|  |  |  |
|  | *Add rows as required* |  |

## Risks and Issues

*In the table below, list the things you are still unsure of. What are your biggest unknowns? What has the potential to knock your project off track if you don’t anticipate and manage it? List these in order of priority and include potential impact and mitigation steps.*

*These issues will often involve:*

* *Technologies that you will be using, including client platforms, User Interface and/or research, as well as any other risks or issues that are project specific*
* *Do you know how to set up the environment that you will need?*
* *Do you know how to connect to the server? The database?*
* *Do you know what the client wants as a user interface?*
* *What assumptions do you have, as listed above*

*Discuss these with your Supervisor and you client and resolve them in order of priority.*

|  |  |  |
| --- | --- | --- |
| **Risk or Issue Description** | **Potential Impact** | **Mitigation/Resolution Steps** |
| *<text>* | *<text>* | *<text>* |
|  |  |  |
| *Add rows as required* |  |  |