

Scope Statement

Project Name	The Importance of Project Management in Our Daily Life Video Project	Date	1-10-2021
Project Number	2	Project Manager	Sharif Salah

Business Need / Project Objectives
Produce a video that describe the importance of project management in our life and upload it to youtube
Use this video too exemplify other students who are taking the course
Acceptance from project sponsor

Project Description and How it Meets the Business Need
A High quality and informative video that the project sponsor will use it

Project Benefits
1. Knowledge and information
2. experience for the junior project managers who to deal with projects
3. partnership agreement between student who are taking the course and the sponsor

Project Requirements
1. Video Production equipments
2.
3.

Project Deliverables
1. Video sent to sponsor and instructor of the course
2. Documentation and final report
3.

Project Does Not Include
1. Uploading to a video making platform like youtube
2.
3.

Success / Acceptance Criteria
1.Sponsor Acceptance
2. Course Instructor Acceptance
3. Audience acceptance

Estimated Project Schedule	
Milestones	Estimated Date of Completion
1. Project Start	1- 10 – 2021
2. Pre Production	15-10-2021
3. Production	15-11-2021
4. Post Production	15-12-2021
5.Closing	26- 1 - 2022
6. Project Completion	31 – 1 - 2022
Total Estimated Length of Project	

Human Resource Requirements		
Personnel Type / Role	Quantity	Estimated Length of Time
1. Video Producer	2	3 weeks
2. Copywriter	1	2 weeks
3. Camera Team	2	3 weeks
4. Graphic Designer	1	2 weeks
5.		
6.		

Estimated Cost of Project		
Expense Type	Description	Estimated Cost
Labor	Crew of Video Production	25.000 L.E
Internal		
External	Graphic Designer	1500 L.E
Software	VSDC	Free
Hardware	Equipments	5000 L.E
Other	Rental of workspace	1000 L.E
Total Estimated Cost of Project		32500

Project Constraints
1. Project manager lack of experience
2. Limited budget
3. limited time

Project Assumptions
1.
2.
3.

Decision
<div> <input checked="" type="checkbox"/> Approved <div> <input type="checkbox"/> Rejected </div> </div> <div> <input type="checkbox"/> Approved with modifications <div> <input type="checkbox"/> Deferred </div> </div>
Required Modifications
Additional Comments

Approver's Printed Name _____

Date _____

Title _____

Omar Dawood

Signature _____

