

Basic Outline to Write a Scope Document:

Introduction

Purpose: What need are you trying to solve? Keep it strategic.

Example: We want to protect more children.

Product Vision: What is the outcome you want to achieve?

System Description

Problem description: What challenges do you face in achieving the goal.

Solution Description: A high level description of the solution.

User Type:

Ecosystem of users: What are all the users and what are their roles.

Personas: Precise description of a hypothetical user

Product & Technical Requirements

Functional Requirements :

Platform: Native App, Hybrid App, Mobile Web App, Desktop browser,

Hardware - Mobile, Tablet, Desktop

Features - These are product dependent.

Content Requirements :

What format would the content be in? Text, images, audio and video?

Specify the size of the content files.

User Access Rules:

Who gets access to what feature?

Roles and Responsibilities :

Identify the players on the team from stakeholders, team leader, technical lead, design lead, marketing lead etc.

Special Requirements

Dependencies: Is your solution dependent on existing software and data?

Language: Do you need to regionalize the navigation and content?

Scalability: Intended number of users, projected load scenario - the system will serve x queries/day

Security: How sensitive is the content?

What is not covered in this scope?