DMIT2027

Project Essentials – Scope Statement Template

# Cover Page:

* Course Name, Number & Section
* Team Name
* Team Member Names
* ‘Scope Statement – [Project Title]’
* Instructor Name:
* Date of Submission
* For the Assignment: USE the same topic structure as on the Scope Statement Marking Key !!

# Scope Introduction:

* Project Title
* Estimated Start Date
* Estimated End Date
* Project Justification

<The project justification describes a problem to be resolved, an opportunity to be exploited, or a benefit to be obtained. You always derive the project justification from the strategic objectives of your project. (You have provided a project description in your charter. This section is more about why this project is needed. Discuss in your team the main reason this project is launched and include the resulting justification here. You are expressing an argument. Therefore, try to support your justification with evidence and examples from research and analysis.)>

# Project Deliverables:

<List your final set of project deliverables here. This can be copied from the charter or updated based on feedback, research, or analysis.>

# Stakeholder List & Characteristics:

* Identify each stakeholder. You may need to update your stakeholder list based on feedback from your charter or new research and development.
* identify which aspects of the system, product or idea that resonates with each stakeholder.
* Consider and list what each stakeholder identifies as their criteria for success

Stakeholder List **(This is a guide ONLY) be sure to update and modify to your own needs.**

|  |  |  |
| --- | --- | --- |
| Stakeholder | Requirements | Activities |
| Team Lead | on-time  on-budget | Detailed project plan |
| Sponsor | on time  on budget |  |
| Collaborators |  |  |
| Others - internal |  |  |
| Others - external |  |  |

# Scope:

* In-scope:
* Out-of-scope:

<In this section, consider what is not included in this project and clearly state it. The goal is to avoid assumptions by either the PM or the client. For example, if you are shooting a video, will you also address equipment failure and repair, or is this the client’s responsibility. Or, If you are building an arena, will a catering truck be provided for the crew or not. Consider every deliverable, work task, milestone, and stakeholder to generate your list.>

# Assumptions:

<Defined as a ‘factor considered to be true, real, or certain.’ Assumptions can include accepted risks; can introduce other risks. [p.193] 1 These assumptions are **considered** to be true but are not facts until they are validated, tested, and have consensus among all key stakeholders.>

# Milestone Schedule:

<A timeline of work tasks needs to be determined to keep the project on schedule. Major accomplishments in each of the deliverables are usually set as milestones. Identifying essential work tasks early in the planning process will enhance your ability to generate a realistic schedule, work breakdown schedule (WBS), and identify the critical path for your project. This is also the input to the project flowchart below.>

# Constraints and Dependencies:

* Constraints:

<Defined as ‘a limit that must be planned around’. Constraints can introduce other risks. [p.193] 1

Any perceived constraints in regards to the scope of the project. These usually fall into the categories of time, budget, or staffing. (There are times when your project may be impacted by these constraints. For example, if you were to build a new Tim Horton’s franchise in 2008, one of your constraints would be staffing (labour). In the middle of a boom, it was hard to find qualified workers. Are there constraints in your project with respect to those three categories? Comment on them. Again, consider every deliverable, work task, milestone, and stakeholder.>

* Dependencies:

<Defined as ‘an external event that must occur for the project to accomplish its objectives. Usually identified during planning along with risks, constraints and assumptions. [p. 193] 1

What are the linkages between tasks? Are there any tasks that need to be done before others can be started? (In your flowchart below, you show the sequence of activities in your project. But that model cannot tell the whole story for a large project. For example, you, as the PM, might propose to complete the environmental impact study while the foundation of a certain building is poured. By stating some of the dependencies, you are showing your client that you plan to streamline project processes – usually to complete the project on time and on budget.)>

# Project Flowchart:

<Define a flowchart with linear dependencies or cyclical iterative dependencies. In other words, do the tasks required to complete the project occur one after another or do they occur as a group and that group of tasks are done over and over again. (The main point of this flowchart – no more than a page long - is to show the client the sequence in which you (the PM) will plan to complete the deliverables. This flowchart does not have to be about details; highlight the main activities).>

# Risk Management:

<Provide a paragraph about the existence or lack of risks in this project. Include any perceived risks that may jeopardize the completion of project. Consider every deliverable, work task, milestone, and stakeholder.

Defined as ‘an uncertain event tht could negatively impact the project critical success factors, if it occurs.’ Probability of occurrence must be between 0% and 100%. [p.193] 1>

# Financial Management:

<Some sources of project costs [p. 116] 1 : Materials, Licenses and Fees, Training, Travel, Operational costs, Disposal costs, Labor, Equipment, Capital items, expense items, overhead costs.>

# Organizational Chart:

<A hierarchical chart of all the project’s team members needs to be described. Contact information, roles and responsibilities may also be included. (In this section, describe all the groups of participants in the project. Typically, the sponsor is the top of this chart, with PM next, followed by those who will be working for the PM. For example, if you are filming a movie, the executive producer may be below the PM. If building an arena, the general contractor might. The purpose of this section is for the sponsor to know the hierarchy of accountability within the project. This also highlights reporting structures.>

List of References:

1 Absolute Beginner’s Guide to Project Management, 2nd Edition, 2009, Gregory M. Horine,