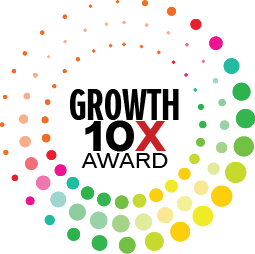
**10X Project – Project Scoping Template**

# Purpose

The purpose of the template is to capture the Opportunity for the business and the role(s) needed to complete the opportunity’s work.

# The Opportunity

|  |  |
| --- | --- |
| **Required Opportunity Info** | **Details** |
| **Opportunity Title** |  |
| **Opportunity Work Summary**  (Please provide a brief summary of the overall work stream within the business/function. Include why should we do it; what's the value to the business?)  (e.g. revenue, cost reduction, leverage for future initiatives, competitive advantage, etc)  (<100 words) |  |
| **Objectives and Goals**  (What are the 3-5 key objectives (words) for the work stream? What are the goals (numbers) that will measure the objectives?) What does success look like? |  |
| **Project Duration:**  (Period of time the role will last) |  |
| **Starting Date:**  (Kick off date) |  |
| **Time Dedication:**  (Based on 100%, for previous example of 10hrs in a 40hr week, associate would commit 25%) |  |
| **Project Sponsor(s) and Product Owner:**  (Sponsor & Project Leader) | Business Sponsor(s):  Product Owner: |
| **Role(s) needed for this Opportunity**  (List each role and complete templates below) | Finance Sr Manager  Stills Sr Manager  Operations Manager  Brand Manager |
| **Who are the team members that supports the opportunity?**  (Extended Team that support the opportunity - Name) | Team Member (1):  Team Member (2):  Team Member (3):  Team Member (4): |

# Milestones Achievement

*Please state the milestones of the project, their level and timing of achievement below:*

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Milestone** | **Details on Achievement** | **Timing** |
| **1** |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

# Impact level of Project

*Please classify the project according to the following levels of impact in terms of impact to business results:*

|  |  |
| --- | --- |
| **Impact Level** | **Description** |
| **Moderate** |  |
| **Significant** |  |
| **Breakthrough** |  |