Worksheet for Clarifying Project Scope

Instructions

*Use this worksheet to clarify the scope of a project. Define the problem you want to solve, brainstorm alternatives, identify stakeholders, define objectives, and anticipate trade-offs.*

**Part I: Define the Problem**

Define the problem that your project needs to solve. What are the underlying practical and business needs that the project must address?

What caused people to identify the problem that this project needs to solve?

**Part II: Brainstorm Alternatives**

List possible alternatives that you and other project team members have generated for addressing the business need you’ve identified. Evaluate the alternatives and indicate which one will best address that need. Explain why you believe it’s the best alternative.

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| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

**Part III: Identify Stakeholders**

Who has a stake in the outcome of the proposed project? Identify the project stakeholders and their needs.

Do the various stakeholders’ goals for the project differ? If so, how? What criteria will different stakeholders use to judge this project a success?

**Part IV. Define Objectives**

Clearly state your project’s objectives. Do they reflect stakeholders' needs? Make sure each objective is SMART—specific, measurable, action-oriented, realistic, and time-limited.

**Part V. Anticipate Trade-offs**

What are the conflicting demands of your stakeholders? What trade-offs can you anticipate in terms of quality, time, and cost?

What "scope creep" can you anticipate? What additional problems might stakeholders want the project to solve? Clarify what lies inside (and outside) the project's scope.