



Clear Project Definition and Scoping

Clear project definition and scoping is critical.

Often, managers are assigned a project with little project information. This sets both the manager and the project up for failure. Take time to clarify the project definition and scope so you can ensure all customer requirements are understood.

Project Definition and Scope

- Provides clear statement of the project
- Defines the focus by identifying deliverables and deadlines
- Helps establish the project requirements
- Provides project boundaries and how changes will be approved or denied

Perform a Needs Analysis with Your Customers to Help Define the Project and Scope

Ask your customers the following questions:

- What is the primary objective of the project? Are there other objectives to be met?
- Is the project aligned with organizational goals?
- What are the desired deliverables?
- What technical issues are involved?
- What is the desired schedule?
- What problems may the project team face?
- What assumptions are made as it relates to the project?
- What weaknesses do we have and can we minimize the impact?

NOTE: Once you have answers to these questions, create a project charter and scope document to clarify and formalize the understanding of project deliverables for all associated with the project.