Project Scope Statement Template

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| Date: | [DD-MM-YYYY] |
| From: | [Your group members’ names] |
| Subject: | [Project] Scope Statement |

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| Version | Date | Author | Description |
|  | [DD-MM-YYYY] | [Your name] | Draft initiated |
| 1.0 |  |  |  |
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\* Required

# Project Overview\*

**[Identify the name of the project and a simple project description.]**

*Example:* This project is a major enhancement to an enterprise-wide software application that accepts Electronic Medical Records (EMRs) and performs an instant validation of a patient’s medical history and alerts the admitting station of special medical needs.

# Project Objectives\*

**[Identify overall project objectives in terms that is represented in some form of a measurable success criteria (which usually refers to the Triple Constraint: time, costs, scope, and optionally quality). This is the section in which you expand upon your simple description from the above section]**

*Example:* Due to conformance to new state healthcare regulations, this software enhancement must be released by the end of the fiscal year. Since this represents major new feature sets and benefits to the patient and to the payer, the software should be able to charge a ten percent revenue premium to the current retail price. The information retrieved must have a higher degree of quality validation to ensure that the right information is returned for the patient and that the information can be retrieved in less than ten seconds (regardless of the size of the patient database).

# Product Scope Description\*

**[Overall definition and characteristics of the software product feature and function set. What is included in this project, what is the breadth and depth of your project.]**

*Example*: The software will run on PCs running Windows XP and Vista and will support the retrieval of information of all patients that have been admitted in a hospital over the past five years. The built-in tutorials are designed to provide instruction to a new user so that they are productive within the first 30 minutes of use.

# Project Deliverables

**[Product and project deliverables. Include both the required ones (by your teacher), and ones that you set for your own group]**

*Example:* **Product** deliverables are: the software application (updated), new user on-line documentation, and availability for distribution using a secure access on company’s Web site.

**Project** deliverables are: test plan and test reports, Change Requests, schedule, WBS, and lessons learned.

# Product Acceptance Criteria\*

**[Overview of how you’ll know that stakeholder’s requirements have been validated.]**

*Example:* Each new feature is expected to have a corresponding quality test plan associated with it that is approved by engineering. During the testing phase during project life cycle, defects will be judged based on priority and severity with the team deciding on which defects are corrected.

To be considered for release, the most important milestone is to meet Technical Feasibility on schedule. Contrary to other projects in the past, the QA (test) team will be engaged at the start of the project to ensure that quality standards for this release are met.

# Project Constraints\*

**[Identify key known limitations—usually time, cost, and other factors that have a direct impact on Scope.]**

*Example:* This is not the time to introduce a new user interface (UI), so the screens showing the new medical alerts must be the same style as the prior version’s look and feel.

# Identified Risks\*

**[Identify a few key Risks that can directly impact the Project Objectives.]**

*Example:* Key risks for this project are:

* Not getting the resources on board on time by June 1st
* Achieving Technical Feasibility on schedule
* Not assuring that performance goals can be met soon after the design period

# Schedule Milestones\*

**[Identify key milestones (most practically, these are ranges initially). This section does not include the documentation that your teacher is asking for]**

*Example:* Basic schedule range is expected to be:

Technical Feasibility Oct 15-Oct 22

Release Nov 15-Dec 15