# Activity 4 – How to write scope document

As a project manager, you are required to create a Scope Document which has following contents:

1. Scope statement (descriptions)
2. Deliverables
3. Further statements (mô tả khác)
4. WBS + CPM

*Guildelines for answers*

**SCOPE DOCUMENT**

**Project: <develop e-commerce selling entertainment software>**

Development Company: *<The Games>*

Client: *<Vinamilk>*

1. **Descriptions of project**

A service agreement was established between *<your company name>* (as the service provider) and *<client’s name>* (as the client) in *<the expected date of delivering>*

* 1. Overall objectives
     + O1: ....
  2. Justifications
     + Why us?
     + Customer’s benefits

1. **Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverable** | **Detail Characteristics** | **Date of Delivering** |
| 1 |  |  |  |
| 2 | Train client to fully use the software | All department’s staffs |  |

1. **Further statements**
   1. Acceptance criteria
   2. Exclusions
   3. Constraints
2. **Work Breakdown Structure + Critical Path Method**
   1. WBS
   2. CPM