

Summary : <https://medium.com/fresh-tilled-soil/the-critical-questions-to-ask-when-scoping-a-project-fc7b71813209>

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The paper "Critical Questions to Ask When Scoping a Document" by Jayne Heatherington provides a set of questions to help individuals or teams determine the scope of a document they are creating. The questions cover various aspects of the document, including its purpose, audience, content, format, and schedule.

The purpose of these questions is to provide a structured approach to scoping a document and to ensure that all important considerations are taken into account. This can help to ensure that the document is clear, well-focused, and meets the needs of its intended audience.

Overall, the paper provides a useful starting point for anyone looking to scope a document effectively and ensure that it meets its objectives.

Questions to be asked so that the scoping document is the best
Purpose:

What is the purpose of the document?

What do you want to achieve with it?

Who will use it?

Audience:

Who is the target audience for the document?

What are their needs and expectations?

How will the document meet those needs and expectations?

Content:

What information do you need to include in the document?

What is the most important information to include?

How will you organize the content?

Format:

What format should the document take (e.g. report, brochure, etc.)?

What is the desired length of the document?

What type of layout and design would best suit the document?

Schedule:

What is the deadline for the document?

How much time do you have to complete it?

What is the expected timeline for each stage of the project?

The theoretical summary of this paper highlights the importance of a thorough and effective scoping process in the creation of a document. The author argues that by asking the critical questions presented in the paper, the scoping process can be made more comprehensive, and the document can be developed in a way that meets its objectives and the needs of its target audience.

Overall, the theoretical summary of this paper provides a theoretical framework for the process of scoping a document, emphasizing the importance of considering different aspects of the document and ensuring that it is well-structured, well-organized, and meets the needs of its intended audience