**Project Scope Statement**

How’s Life in the Slow Lane

**Ric Woods, Project Manager**

# Project Scope

## Scope Description

## Acceptance Criteria for the Project Objectives

* .

## Project Deliverables

* Published Book
  + The Project Plan must include the following components:
    - Project Organization Chart
    - Project Scope Statement
    - Project WBS
    - Project Budget
    - Project Schedule
    - Project Risk Plan
    - Project Communications Plan
    - Project Quality Management Plan
    - Project Procurement Plan
    - Project Stakeholder Management Plan



## Exclusions



## Change Management Plan: Change Control Process

## Change Control Board

|  |  |
| --- | --- |
| **Change Control Board Member** | **Authority** |
|  |  |
|  |  |
|  |  |

# Appendix A – Change Order Form

The following document will be used as a Change Order for any required changes to the project.

|  |  |
| --- | --- |
| Project Name: | Date: |
| Project Manager: |  |
| Person Requesting the Change: |  |
| Requester Email: | Requester Phone: |
| Description of Proposed Change: |  |
| Reason for Proposed Change: |  |
| Impact if Change is not made: |  |

To be completed by the Change Control Board & Project Manager

|  |  |  |  |
| --- | --- | --- | --- |
| Change Order #: |  | Review Date: |  |
| Analysis Required?  Analysis Estimate:  Analysis Findings: | Yes or no |  |  |
| Change Status: | Approved | Rejected | Deferred |
| Approvals:  Project Manager  Change Control Board |  |  |  |
| Project Impact:  Scope  Schedule  Budget  Risks |  |  |  |
| Comments: |  |  |  |

# Version Control

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| --- | --- | --- | --- |
| **Document Version #** | **Approval Date** | **Modified By** | **Section, Page(s)and Text Revised** |
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