Instructions for:

Scope Statement

The Scope Statement defines the project's scope, that is, what work is included within the project and what is not. Since scope is tied to an associated budget and cost, it must be determined at the beginning of the project and changed only according to the specified change procedures.

**Fields:**

|  |  |
| --- | --- |
| Project Scope Description | Clear, concise statements that describe what the project is intended to achieve. Usually bullet form. It details what will be produced, features to be included, and critical quality standards. This document guides project teams, ensuring everyone understands the project's limits, objectives, and requirements, thus preventing scope creep. |
| Project Deliverables | The tangible or intangible products, services, or results that a project is expected to produce. Can include reports, software, physical products, or completed milestones. Deliverables are agreed to by stakeholders and are key to measuring project success and fulfilling project objectives. |
| Project Boundaries | Provide additional clarity to the scope by defining what is and isn't part of the project. This helps manage expectations, control scope creep, and ensures all stakeholders understand the project's extent and limitations. |
| Exclusions | Project scope exclusions detail what is intentionally left out of the project's scope. They clarify to stakeholders what the project will not address or deliver, helping to manage expectations, prevent misunderstandings, and control scope creep by explicitly stating the boundaries of project responsibilities and deliverables. |

**Related Documents:**

|  |  |
| --- | --- |
| Scope Management Plan | Outlines how project scope will be defined, developed, monitored, controlled, and verified. It includes processes for managing scope changes, ensuring all project work aligns with objectives and preventing scope creep, thereby helping to manage project schedules and costs. |
| Requirements Traceability Matrix | Links requirements to their origins, test cases, and deliverables, ensuring all project requirements are met. It tracks requirement status, verifies implementation, and ensures alignment with stakeholder needs. |