[YOUR COMPANY] PROJECT SCOPE

[Select Date]

OVERVIEW

1. Project Background and Description

[Describe how this project came about, who is involved, and the purpose.]

Note: To delete any tip (such as this) just click it and start typing. If you're not yet ready to add your own text, just click a tip and press spacebar to remove it.

2. Project Scope

[Project scope defines the boundaries of a project. Think of the scope as an imaginary box that will enclose all the project elements/activities. It not only defines what you are doing (what goes into the box), but it sets limits for what will not be done as part of the project (what doesn't fit in the box). Scope answers questions including what will be done, what won't be done, and what the result will look like.]

3. High-Level Requirements

[Describe the high level requirements for the project. For example:]

The new system must include the following:

- Ability to allow both internal and external users to access the application without downloading any software
- Ability to interface with the existing data warehouse application
- Ability to incorporate automated routing and notifications based on business rules

4. Deliverables

[List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project.]

5. Affected Parties

[List business processes or systems which will be impacted by this project and describe how they will be affected.]

6. Affected Business Processes or Systems

[Describe any specific components that are excluded from this project.]

7. Specific Exclusions from Scope

[Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental? What will be included in each release?]

8. Implementation Plan

[Include recommendations that lead to your proposed solution. Summarize what you're proposing to do and how you're going to meet the goals. You'll be able to expand on the details within the 'Our Proposal' section.]

9. High-Level Timeline/Schedule

[Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished?]

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

Name	Title	Date

_____   _____   _____   _____
Approved By   Date   Approved By   Date