**Project Scope Management Plan**

**CONTENTS**

[1. Definitions 2](#_Toc251839005)

[2. Executive Summary 3](#_Toc251839006)

[3. Project Scope 3](#_Toc251839007)

[4. Project Dates 4](#_Toc251839008)

[Major Milestones 4](#_Toc251839009)

[Key Meeting Dates and Decisions 4](#_Toc251839010)

[5. Project Resources 5](#_Toc251839011)

[6. Functional Roles and Responsibilities 5](#_Toc251839012)

[7. Budget Impact 6](#_Toc251839013)

[8. Success Criteria 6](#_Toc251839014)

[9. Key Technologies/Processes 7](#_Toc251839015)

[10. Assumptions, Dependencies, Risks, Constraints 7](#_Toc251839016)

[11. Appendix 8](#_Toc251839017)

# Definitions

*<Include in this section any terms and acronyms that will be used in conjunction with the project that may require a specific definition for clarification.>*

# Executive Summary

*<Provide a one to two paragraph summary of the project. The audience for this summary is the executive team which may include the Project Sponsors and Steering Committee. Include in the summary:*

* *The business need for the project*
* *What is to be accomplished*
* *A high level statement of project impacts>*

# Project Scope

**In Scope**

*<Specify what is included in the Scope of the project>*

The following aspects define the scope of this project:

**Out of Scope**

*<Specify what is NOT in Scope for the project>*

# Project Dates

## Major Milestones

*<What are the major Milestone dates?>*

**Milestone Status, as of mm/dd**

| ***Task*** | ***Deliverable*** | ***Resp.*** | ***Plan*** | ***Rev.*** | ***Actual*** | ***Status*** |
| --- | --- | --- | --- | --- | --- | --- |
| ***Project Initiating*** | *Project Charter* | *Project Manager* | *2/1/10* | *2/8/10* | *2/8/10* | *Complete* |
| **Phase I** |  |  |  |  |  |  |
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## Key Meeting Dates and Decisions

*<What are the key meetings scheduled where project decisions are made?>*

# Project Resources

*Hardware*

* *H/W to be purchased*

*Team and Stakeholders*

* *Project Sponsor*
* *Project Owner*
* *Project Manager*
* *Stakeholders*

*ETC……..*

# Functional Roles and Responsibilities

*<What groups are involved and their roles/responsibilities?>*

# Budget Impact

*<What budget is available? Are there any Savings anticipated from this project?>*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Rate** | **Estimates Units needed** | **Estimated Total** | **ACTUAL Units Needed** | **ACTUAL TOTAL** |
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|  |  |  |  |  |  |
| **Total Budget** |  |  |  |  |  |

# Success Criteria

*<Objective of what we are trying to achieve…and measurement criteria. Update the Quality Function Deployment matrix to indicate the Objectives and Success Criteria and determine correlations between the Objectives and Success Criteria. If there are Success Criteria that do not correlate to an Objective, update Objective to ensure that all Success Criteria are taken into consideration.>*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Requirements | Measure of Success  #1 | Measure of Success  #2 | Measure of Success  **#3** | Measure of Success #4 | Measure of Success #5 | Measure of Success #6 | Priority (High, Medium, Low) |
|  |  |  |  |  |  |  |  |
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# Key Technologies/Processes

*<Is this an important technology or process? What is the impact? Is the technology available?>*

# Assumptions, Dependencies, Risks, Constraints

*<List any assumptions, dependencies, risks, constraints that may impact this project>*

Assumptions:

Dependencies:

Risks:

Constraints:

# Appendix