**Project Scope Document Template**

**Project** Scope

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| **PROJECT SCOPE** |
| **Project Name\*** |  | **Project#** |  |
| **Key deliverables of this project\*** |
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|  |
| **Functionality/features explicitly in scope\*** |
|  | **M** | **S** | **C** | **W** |
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| **Functionality/features explicitly out of scope\*** |
|  | **M** | **S** | **C** | **W** |
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| MoSCoW Prioritisation, categorising functionality/features according to:* **M**ust Have – the functionality that is absolutely essential to meeting the key business needs and realizing the proposed business value; without this functionality the entire Project would be pointless
* **S**hould Have – the functionality that is important to meeting the key business needs and realizing the highest business value, but which may be deferred to the next version/release
* **C**ould Have – the functionality that would add business value and would be useful to have, but which may be deferred to a later version/release
* **W**on’t Have – the functionality that adds limited business value and may be deferred indefinitely.
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**Project** Scope

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| **Projects Impacted** |
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| **Applications Impacted** |
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| **Business areas impacted** |
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| **Business processes impacted** |
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| **Data Protection Implications** |
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| **Information security implications** |
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| **Project scoping assumptions** |
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| **Project constraints** |
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**Project** Scope

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| **Preferred/proposed IT solution** |
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| **Will this project result in a new service?** | **Yes/No** |
| **Will this project result in an existing service being decommissioned?** | **Yes/No** |
| **\*fields on PM3 Project Details page** |

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| **PROJECT SCOPE DOCUMENT APPROVAL** |
| **Name** | **Signature** | **Date** |
| Project Requester |  |  |
| Project Sponsor |  |  |
| IT Contact |  |  |