**Project Scope Statement[[1]](#footnote-1)**

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| * All documents referenced which appear in this document are an integral part * Completing sections of this document made by possible links to external documents, and in case of their absence - a text description * In case of any discrepancies of this document with the project charter - this document is considered more authoritative * Works which are not contained in this document - are not included in the project |

|  |  |
| --- | --- |
| **Project name** |  |
| **Project manager** |  |
| **Date (YYYY/MM/DD)** |  |

Versions (add rows, if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Date**  **(YYYY/MM/DD)** | **Comments** |
| 0.1 |  |  |  |
|  |  |  |  |
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| General information |
| General information on the project |
| *<* *Additional information to that contained in Section 1 of the charter: open - the essence of the project, the business environment and goals. Any explanations. If no such information - a link to the charter >* |
| Project constrains |
| *<* *Specify constraints of the project, or a link to the Charter in case of their equal identity >* |
| Project tolerances |
| *< List all known assumptions of the project. For example: until the beginning of the implementation on the project may not require the work of analysts from the Implementation Department; or, until the end of the project the cost of licensed components must not be changed >* |

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| Project description |
| Project description |
| *<* *Description of product requirements, including deployed purposes of its creation and implementation requirements >* |
| Analogs of the product |
| *< Link to product analogs, if any exists >* |
| Links to product specifications |
| Business-level requirements |
| *< Requirements are IT-independent. Example - business objects and their attributes. In the presence of certain documents - not to rewrite requirements, give a link to the document >* |
| System-level requirements |
| *< Requirements are IT-dependent, but platform-independent. Example - entities and their attributes. In the presence of certain documents - not to rewrite requirements, give a link to the document >* |
| Technical-level requirements |
| *< Requirements are IT-dependent and platform-dependent. Example - database table field (as a projection of the entities on the technical level). In the presence of certain documents - not to rewrite requirements, give a link to the document >* |

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| Project deliveries | |
| **Delivery result** | **Acceptance criteria** |
| *< Result 1 >* | * *< Acceptance criteria 1 >* * *< Acceptance criteria 1 >* * *< Acceptance criteria 1 >* |
| *< Result …n >* | * *< Acceptance criteria n >* * *< Acceptance criteria n >* * *< Acceptance criteria n >* |

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| Project management approach |
| Used elements of the implementation plan |

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| **Project delivery plan** | *< Delivery Plan - forecast performance / delivery of a product (milestones - to discuss the content, timing, budget, with the sponsor and owner of the project) with an indication of possible deviations in percent (or give a link) >* |
| **Human resource management plan** | *< Is there a rule of appointment and allocation of resources for the project (describe)? >*  *< Links to the conciliated list of project resources >* |
| **Project communications** | *< Are there rules of communication on the project (describe)? >*  *< Link to the Stakeholder register >* |
| **Risk management plan** | *< Are there any rules for dealing with risks (describe)? >*  *< Link to the risk register >* |
| **Procurement management plan** | *< The list of purchases of the project (or link )>*  *< Does the organization rules of procurement exist and who is responsible for the process? (describe or link) >*  *< Does the project procurement plans exist (describe or link) >* |
| **Configuration management** | *< What are the rules of the configurations on the project, including the maintenance of the code versioning, distribution, project plans (describe / give the link)? >* |
| **The minutes of the meeting** | *< The list of meeting results (or link) >* |
| **Change request management** | *< What are the rules for changes in project plans and documentation (describe / give the link)? >* |
| ***<Expand, if necessary>*** | *< Expand, if necessary >* |

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| Does it require additional conciliation of plan elements? | |
| **What does require the conciliation?** | **Who approves?** |
| *Risk management plan* | *Project sponsor, Customer* |
| *Project plan* | *Customer* |
| *< Example - documents: a risk management plan, WBS, budget… >* | *< For example – Project Sponsor, three key stakeholders (specify)… >* |
| *<…>* | *<…>* |

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| Conciliation signatures |
| **APPROVED** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Signature** | **Date** |
|  |  |  |  |
|  |  |  |  |

*Signature indicates agreement signed with all the provisions of this document.*

1. Based on Project Management Institute, A Guide to the Project Management Body of Knowledge (PMBOK)® fifth edition and Ivan Selikhovkin’s materials (<http://pmlead.ru/>) [↑](#footnote-ref-1)