IT Project Scope Form

Project Title:	**Project Number:**
Project Leader/Manager:	**Anticipated Project Start Date:**
Sponsor:	**Date Prepared:**
Project Risk Level: *(see: http://www.pm.it.vt.edu/)*	**Estimated Completion Date:**

Team Members: *(at a minimum include the core team members)*

• As appropriate, include information from the IT Project Initiation form.

Examples of who could be included in the Team Members section are:
  • Note: as appropriate, include both internal (IT) and external team members.
  • Can be any combination of individuals, groups, teams, or organizations.
  • Include the core team members directly responsible for project deliverables.
  • Optionally include supporting team members who contribute to project deliverables.

Purpose of Project: *(high-level narrative regarding what this project is expected to accomplish & its benefits)*

• As appropriate, include information from the IT Project Initiation form.

Examples of what could be included in the Purpose of Project section are:
  • Give a concise goal statement.
  • What is being accomplished?
  • What are the major benefits expected from this project?

Background: *(brief narrative regarding what led to this project proposal)*

• As appropriate, include information from the IT Project Initiation form.

Examples of what could be included in the Background section are:
  • Provide a brief project history.
  • Justification of why this project should be done.
  • What are the expected consequences of this project?
  • What makes this project unique or special?

Deliverables: *(a sampling of key deliverables)*

• As appropriate, include information from the IT Project Initiation form, the Project Plan, and the IT Project Quality Management Plan.

Examples of what could be included in the Deliverables section are:
  • What are the major outputs of the project, including quantities?
  • What are measures of project success?
  • What is promised to the "customer"?
  • As appropriate, attach a software requirements specification document.

Stakeholders: *(those involved in or who may be affected by project activities)*

• As appropriate, include information from the IT Project Initiation form and the IT Project Resources and Staffing Plan.

Examples of what could be included in the Stakeholders section are:
- List all internal (IT) teams affected by the project (e.g., 4Help, DAA, CNS, OCS, AIS…)
- List university non-IT, individuals or organizations, involved in or affected by the project.
- Steering committee members.
- List other stakeholders and identify customers of this project or service.
- Please see Addendum 1 for a thorough list of potential project stakeholders.

Resource Requirements: *(resources likely to be required, an estimated timeline, costs & potential project boundaries)*

- As appropriate, include information from the IT Project Initiation form, the IT Project Resources and Staffing Plan, the IT Project Purchases and Acquisitions Plan, and the IT Project Budget Plan.

Examples of what could be included in the Resource Requirements section are:
- Benefit/Cost Analysis (not necessarily monetary)
- Estimated life cycle costs to include, e.g., costs to implement the product or service; ongoing production costs; procurements, such as, major hardware/software purchases. Use the life cycle cost summary table below.
- Estimated data storage requirements and costs.
- Cross-organizational personnel requirements.
- Estimated training needs and costs.
- Broad timeline including project start, finish, and major milestones.
- Identify implementation schedule conflicts through use of the IT Critical Dates Calendar.
- List boundaries or limits on the project team, e.g., empowerment, budget, resources, etc.

Life Cycle Cost:

	Year 1	Year 2	Year 3	Year 4	Year 5
Implementation:	$	$	$	$	$
Maintenance/ Support:	$	$	$	$	$
Procurements:	$	$	$	$	$
Totals:	$	$	$	$	$

Life Cycle Cost: $

Operations & Support: *(define product ownership and who is responsible for product maintenance & support)*

- As appropriate, include information from the IT Project Communications Plan, the IT Project Quality Management Plan, and the IT Project Training Plan.

Examples of what could be included in the Operations & Support section are:
- Identify responsibility for Knowledgebase & web documentation.
- Identify team responsible for production ownership & maintenance.
- Identify team responsible for product support (e.g., 4Help, functional team).
- Identify any needed training.
- Any communications and marketing of this product or service.

Safety, Security, & Risks: *(potential project safety and security enhancements, security exposures, issues and risks, & mitigation)*

- As appropriate, include information from the IT Project Initiation form, the IT Project Risk Management Plan, the IT Project Security Initial Review form, and the IT Project Quality Management Plan.

- Personally Identifying Information (PII): Is data handled according to the Standard for Storing and Transmitting Personally Identifying Information? (see http://www.it.vt.edu/administration/policies.html)
- Regulatory Compliance: Are project components compliant with Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), Payment Card Industry (PCI), etc?
    - o Virginia Tech Registrar information on Family Educational Rights and Privacy Act (FERPA)
    - o Family Educational Rights and Privacy Act (FERPA)
    - o Health Insurance Portability and Accountability Act (HIPAA)
    - o Gramm-Leach-Bliley Act (GLBA)
    - o Payment Card Industry (PCI)

Examples of what could be included in the Safety, Security, & Risks section are (for example):
- Describe potential enhancements to personal safety and data security for the university, as a result of doing this project.
- Identify possible or known political or image exposures likely to result from this project.
- Identify possible or known IT security exposures for this project.
- Identify project risks for things like, acquisition, budget, personnel, contract, timeline, expectations, support, and training.
- For each identified issue or risk, identify at least one mitigation measure or a contingency plan.

Issues and Risks	Risk Mitigation or Contingency
1.	1.
2.	2.
3. …	3. …

Approvals:

Duplicate or delete signature blocks as needed.
Requested by: (e.g., project manager)

_____
  Printed name, Signature, Date

Requested by: (e.g., project leader)

_____
  Printed name, Signature, Date

Approved by: (e.g., project steering committee)

_____
  Printed name, Signature, Date

Approved by: (e.g., project sponsor)

_____
  Printed name, Signature, Date

Addendum 1

Question: Who are the stakeholders of this project?

Answer: Consider the 360-degree realm of peers and upstream and downstream concerned parties in the following categories.

Functional outcomes

1. Project sponsors/requestors
2. End users of the output of the project (faculty, staff, students; others)
3. Functional office or administrative users
4. Other data administrators
5. Support of users (e.g., the Techsupport community; 4help; Knowledge Base)

Conducting the project, deployment, and on-going operations

1. Primary work team(s)
2. Staff responsible for the procurement of equipment, software, services.
3. Trainers
4. Network needs—are there particular requirements of CNS for infrastructure or for provisioning business cycles?
5. On-going system support; pre-production system support; system administrators; database administrators
6. On-going application support, including interface support and maintenance
7. Providers of required services (for example, authentication and authorization)