

Project Scope

Project Name:

Project Manager:

1. Project Purpose Statement:

*Describe the reason for the project. Please limit to two paragraphs.
A separate Business Case document is created which fully documents the project feasibility study, explains reasoning and justification for the project in terms of the evaluation methods utilised and the business benefits. Reference to this document should be entered here.*

2. Background:

*Provide a description of the "history" of this project. Include any information on its background that may be of importance to communicate in the context of this project. Explain any changes to the external / internal environment.
Describe the existing impact (eg. on the business, on staff, customers, etc)
Explain why the status quo is changing (ie. What is the rationale for the project?)
Describe in detail the circumstances driving the change.*

3. Objectives:

Document the high level objectives of the project here. Note: the objectives must be able to be related to the overall UWS strategic vision.

4. Key Stakeholders and Other Players:

Provide the details of the "players" within this project.

5. Organisational Requirements

Describe the University's organisational, end user and customer requirements for this project.

6. Approach

Provide a description of how you intend to carry out and manage the project.

7. Timeframe & Milestones

Describe the overall timeframe for the main stages in the project, and the milestones/checkpoints within each stage?

8. Inclusions & Deliverables

What is deemed to be included in the scope of the project? It is essential that items appearing in this section are clear and unambiguous. Documenting specific inclusions provides the 'boundaries' for the project scope.

9. Exclusions

*Ensure that all items that are not within the project boundaries, that may otherwise cause confusion by not being explicitly stated, are described here.
Such items may be within the scope of another stage or a related project.*

10. Critical Success Factors

Include factors that will make or break the project. What is critical to success (or will result in failure).

11. Assumptions

Ensure all suppositions or statements that are made due to the lack of available information in order to further clarify the scope of the project are detailed here.

12. Constraints

List the known restrictions that will inhibit the delivery of the project and cannot be changed.

13. Related Projects

Describe any other project exerting an influence on this project, including any program/project relationships, key dependencies or critical links. Provide details on any related projects scheduled to run before, after or concurrently.

14. Risks

Create a list of circumstances or events, which may occur to the detriment of the project. Each risk should be assigned a unique Risk Identification Number. Risks may be internal, external, organisational, environmental or technical.

15. Sign Offs

This is an agreement between the project sponsor and project manager to the high level requirements of the project as known to this point.

..... <i>Project Manager</i> / / <i>Project Sponsor</i> / /
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Document Control

Version #	Change Description	Date	Author