Bestoutcome
the home of outcome-driven project management

Project Scope Document Template

Project Scope

PROJECT SCOPE						

Project Name*			Project#	

Key deliverables of this project*

Functionality/features explicitly in scope*

	M	S	C	W

Functionality/features explicitly out of scope*

	M	S	C	W

MoSCoW Prioritisation, categorising functionality/features according to:

- **Must 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
- **Should 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
- **Could Have** – the functionality that would add business value and would be useful to have, but which may be deferred to a later version/release
- **Won't Have** – the functionality that adds limited business value and may be deferred indefinitely.

Project Scope

Project Scope Document Template

Projects Impacted

Applications Impacted

Business areas impacted

Business processes impacted

Data Protection Implications

Information security implications

Project scoping assumptions

Project constraints

Project Scope

Project Scope Document Template

Preferred/proposed IT solution	
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	

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