[Project Name] – Scope Statement

Document Information

|  |  |
| --- | --- |
| **Document Title** |  |
| **Business Sponsor** | The person who has final authority regarding the project scope and budget. |
| **Prepared By** | This will likely be you! |
| **Stakeholders** | List all contributors, with titles. Alternatively, refer to a RACI matrix. |
| **Version** |  |
| **Status** |  |
| **Date** |  |

# Project Overview

*2-3 sentence description of this project. Include the primary business driver and a summary of the scope.*

# Expected Benefits

Insert a bullet list of the primary business goals or objectives to be achieved by this project.

# Product Position Statement

|  |  |
| --- | --- |
| ***For*** | (target customer, group, user) |
| ***Who*** | (statement of the need or opportunity) |
| ***The [Product / Project Name]*** | *is a* (product category, improvement type) |
| ***That*** | (statement of key benefit, that is, compelling reason to do the project; or exact revenue estimate) |
| ***Unlike*** | (primary competitive alternative: could be a competitive product, existing problem situation, existing internal system, or current manual process) |
| ***Our product*** | (statement of primary differentiation) |

# Business Requirements

List the key business outcomes to be delivered by this project. In some cases, this section will be redundant with the business benefits and can be removed. In others, it makes more sense to rename it “Desired Outcome” and include a textual description of the target future state once the project is completed.

# Actor/Roles List

A list of the roles interacting with the system. A brief description of each.

|  |  |
| --- | --- |
| Role | Role Description |
|  |  |
|  |  |

# Features Set

Features are often best organized in sub-groups. Features include the capabilities the system must fulfill in order to meet the business objectives. A system capability automates a process.

Features can be written as:

Somebody Does something with some information

Person/system process/verb data/noun

Features could include business processes (i.e. a person executing a function on a piece of data) and system interfaces (i.e. a system executing a function on a piece of data). While dealing with business processes, there will be opportunities to pull out capabilities so they happen outside the system under discussion (i.e. an accountant error-checks an expense report)—you could choose to automate this or keep it manual and outside the system.

## Sub-Group Name

|  |  |  |
| --- | --- | --- |
| ID | Feature | Description |
| A1 |  |  |
| A2 |  |  |
| … |  |  |
|  |  |  |

## Subgroup 2 Name

|  |  |  |
| --- | --- | --- |
| ID | Feature | Description |
| B1 |  |  |
| B2 |  |  |
| … |  |  |

# System Context Diagram

A 1-page system context diagram provides a visual model of the project scope and represents the major roles, processes, and features.

# Assumptions / Constraints

List any items you believe to be true but have not explicitly verified or any known constraints for the project. For example, you might assume that a third-party vendor will not release a new version of a interdependent system before this project is delivered.

# Out of Scope

List of items discussed but determined out of scope for this project.

# Open Issues

A list of any issues documented during the scoping process. Closed issues will be accompanied by a detailed resolution. Open issues will have owners from the business team and commitment dates. Upon validating this document, you may choose to transfer any open issues to an actively maintained issues list for the project remove this section or replace it with a reference to the project’s issue list.

Revision History

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| V. | Date | Author | Description | Status |
|  |  |  |  |  |
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