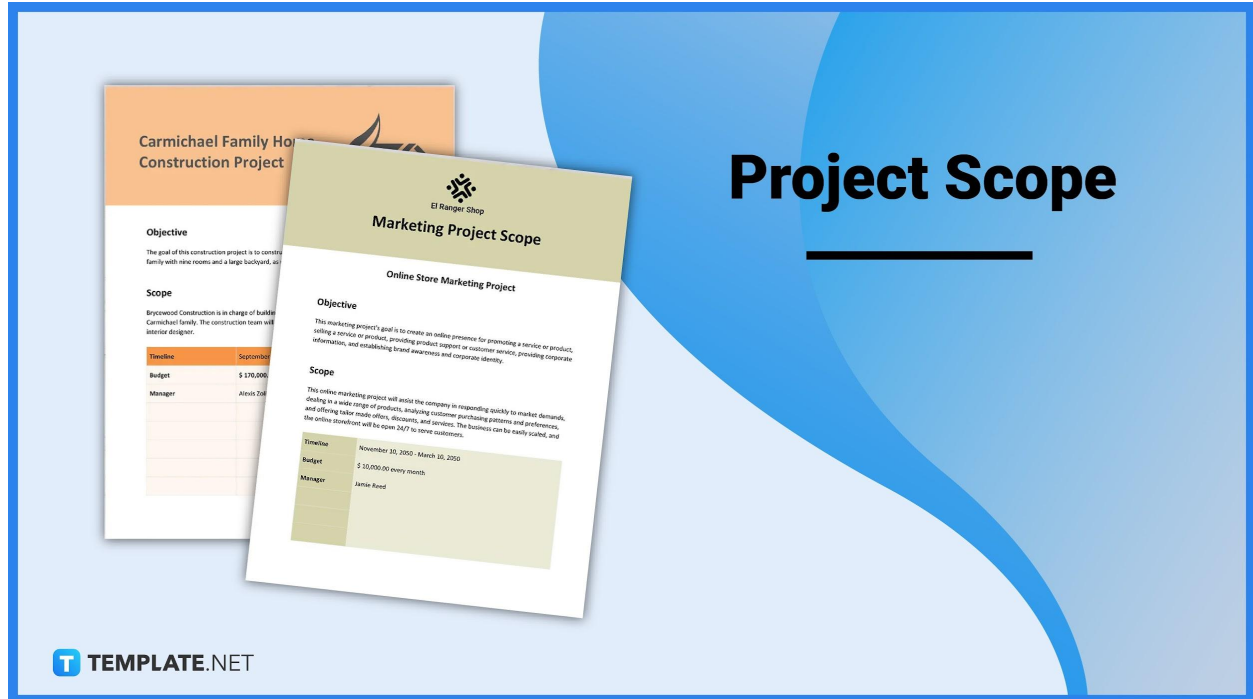# Project Scope

Project scope defines everything that needs to be done to ensure the project's successful execution and completion, and the project scope also needs to be managed properly according to the Project Management Body of Knowledge (PMBOK). In order to successfully do so, it usually needs to contain important elements such as the features that a certain product needs to meet its stakeholder's requirements.

Project Scope Definition & Meaning

Project scope is defined as a part of project planning that involves determining and documenting a list of specific project goals, deliverables, tasks, costs, and deadlines.

It is a critical part of the project planning and project management process since it will define the boundaries of what will and won't be part of the project work.

What Is a Project Scope?

Project scope refers to the detailed outline of all the aspects of a sample project, including all the related activities, resources, timelines, deliverables, and the boundaries of a project. Its respective documentation is called a scope statement, which establishes the

responsibilities of each member and details how the completed work will be verified and approved. In other words, this document also provides a clear understanding of why the project was initiated and defines its key goals.

10 Types of Project Scope

Software Project Scope

A software project scope refers to the complete list of features, tasks, and deliverables for a software project. In other terms, this scope document contains the things that need to be done to provide a software service or product with the intended functions and features. It basically ensures that the software project being undertaken does not go astray.

SOFTWARE PROJECT SCOPE

YZ Software Solutions

Software Project Scope

Patient Tracker Android Application Project

Objective

The objective of this project is to design an Android application that will let doctors manage and examine patient data. In his or her Android smartphone, the doctor can easily upload fresh patient information and track the patient's medical history at any time.

Scope

This is a stand-alone application that can be installed on an Android phone and used with valid login credentials. A doctor can add a new patient, his personal information, medical information, and insert new medical conditions into the existing patient's medical records after installing and successfully logging into the application. The application enables doctors to enter various data fields pertaining to a patient's information. The data is saved in a database by the system. The application allows doctors to search for patients by name, displaying all of their medical conditions and medications in chronological order. The application also includes a feature that allows the doctor to view all of the patients on any given date.

Timeline	April 2, 2052 - August 4, 2052
Budget	$ 80 ,000.00
Manager	Leila Zumberg

Restaurant Project Scope

Restaurants are bound to be very busy places once they finally get going in their operations, which is why it needs to be properly managed by the people at the top. A restaurant project scope can be a helpful document in doing so since it can highlight the tasks involved in the management and upkeep of a restaurant facility. This document outlines what are the requirements and the intended outcomes of a restaurant project, which can include managing its routine operations.

Restaurant Project Scope

Whitworn Restaurant

Restaurant Opening and Management Project

Objective

The objective of this restaurant opening and management project is to satisfy the customers, seek exquisite quality and service, provide a fast and efficient service, generate a profit, and maintain a good reputation in the restaurant business and food industry.

Scope

The scope of this project is to increase sales and profits, increase the restaurant's exposur keep the restaurant profitable at all times, keep the restaurant's gastronomic offer inexper or low-cost, and maximize the restaurant's sustainability and efficiency.

Timeline	September 15, 2057 - January 10, 2057
Budget	$ 500,000.00
Manager	Lauren Rathbone

Research Project Scope

A research project scope is a document that defines every single aspect that needs to be considered in undertaking a research project. In other words, this defines the boundaries within which the research project will be performed and specifies the parameters in which the research study will operate. Defining the scope of the research project is necessary since it focuses the work of the study down to what is achievable in a given period.

Research Project Scope

Grande Technologies

Mobile App Research Project Scope

Objective

The primary objectives of this mobile app research project for the company are to increase sales because the purchasing process is much more intuitive and efficient, to improve customer loyalty by having a special loyalty program, to keep your brand top of mind, to collect important data, and to reach more people.

Scope

The scope of mobile application development has expanded so rapidly not only due to the number of development platforms, but also due to the nearly limitless number of ways it improves our lives. This project will focus on real-time customer engagement by location, complete with profile information, and will make it easier and more efficient for your customers to contact the company.

Timeline	May 10, 2053 - October 10, 2053
Budget	$ 200,000.00
Manager	Brianna Houghlin

Marketing Project Scope

A marketing project scope refers to a document that assists everyone in staying on the same page with regard to the goals, deliverables, and constraints of a marketing project before it even begins. It also ensures that the marketing team of a company has the right time, enough resources, and the right people to do the project. This can be helpful for the company's stakeholders too since it allows them to understand what the project parameters are.

El Ranger Shop

Marketing Project Scope

Online Store Marketing Project

Objective

This marketing project's goal is to create an online presence for promoting a service or product, selling a service or product, providing product support or customer service, providing corporate information, and establishing brand awareness and corporate identity.

Scope

This online marketing project will assist the company in responding quickly to market demands, dealing in a wide range of products, analyzing customer purchasing patterns and preferences, and offering tailor made offers, discounts, and services. The business can be easily scaled, and the online storefront will be open 24/7 to serve customers.

Timeline	November 10, 2050 - March 10, 2050
Budget	$ 10,000.00 every month
Manager	Jamie Reed

IT Project Scope

An IT project scope is helpful for a company should they want to avoid project scope creep in their IT project, for example, a cybersecurity project. The format of this document/template generally discusses the boundaries of the IT project and identifies the goals, deadlines, and project deliverables that the IT team will be working on. In other words, this document outlines the total amount of work that needs to be done to complete an IT project.

Ager Technologies

Company Cybersecurity Project

Objective

This project's goal is to protect the company from cyberattacks and data breaches, secure data and networks, and prevent unauthorized user access.

Scope

Ager Technologies will provide cybersecurity services to Magle Corporation in order to protect all types of data from theft and damage. Without a cyber security strategy, the company will vulnerable to malicious actors who will see the company as an easy target.

Timeline	January 1, 2050 - December 31, 2050 (Monthly Monitoring)
Budget	$ 2,000.00 per month
Manager	Peter Wesley

Event Project Scope

Events, no matter how small or big they seem on paper, will always require massive amounts of preparation and management for them to become successful. An example of a document that can ensure an event's success would be an event project scope, since it outlines the five Ws and one H (who, what, when, where, why, and how) of the event project to everyone that has a role to play in the event project. This document should also include the event name, the event time, the event location, timing, venue, and attendee estimate.

EVENT PROJECT SCOPE

Event Project Scope

Elle Mills Events

Corporate Event Management Project

Objective

The primary goal of this event management project is to manage the event's details, employees, booking, venue, and package. It organizes all of the event's information. Because the project is built at the administrative end, only the administrator has access. The project's purpose is to create an application program that will reduce the amount of manual work required to manage the event.

Scope

Elle Mills Events is responsible for collaborating with XYZ Corporation for their company conferences and seminars. Event management is a multifaceted activity. It entails the management, creation, and development of events such as corporate conferences, weddings, festivities, formal parties, and so on. Before planning the event, it is necessary to conduct extensive research on the brand, target audience, and event concept.

Timeline	April 14, 2054 - July 27, 2054
Budget	To be determined
Manager	Maica Daniels

Agile Project Scope

Agile project scope is a key document to ensure that everyone that's involved in Agile project management will be on the right track when undertaking the project. This document should outline what the project needs to deliver, when it needs to be delivered, and the budget that's needed. In an agile project scope, the scope defines what software to build and deliver.

Agile Project Scope

Armyle Corporation

Agile Project Management Scope

Objective

Agile project management is an iterative project management approach that focuses on breaking down large projects into smaller, more manageable tasks that are completed in short iterations throughout the project life cycle. Teams that use the Agile methodology can complete tasks more quickly, adapt to changing project requirements, and optimize their workflow. The Agile methodology allows teams to re-evaluate their work and adjust in small increments to ensure that as the work and customer landscape change, so does the team's focus.

Scope

Our highest priority is to satisfy the customer through early and continuous delivery of valuable software, and we welcome changing requirements, even late in development. Agile processes leverage change for the customer's competitive advantage, and deliver working software on a regular basis, from a few weeks to a few months, with a preference for the shorter timescale.

Timeline	June 1, 2050 - June 30, 2050
Budget	$ 20,000.00
Manager	Harry Mackenzie

Business Project Scope

A business project scope is a document that outlines project deadlines, deliverables, and the budget of a business project. This is helpful for everyone since it gives the team a very clear view of what awaits them in a business project. This document is usually prepared by the manager of a business project and it also undergoes a review from the stakeholders and the executives before a business project begins.

PROJECT SCOPE

Ravia General Store

Business Project Scope

Retail Store Business Project Scope

Objective

This project's goal is to launch Ravia General Store and keep employees focused on growth, to strengthen key business elements, to motivate the team toward a goal, to structure tasks and responsibilities, to increase market share, to drive team cooperation and collaboration, to build better working relationships, and to promote better cost control and budgeting. The overall goal of retail is to create and develop services and products that meet specific customer needs while also offering these products at competitive, reasonable prices that generate profits.

Scope

This project will concentrate on retail management and merchandise, market & marketing, sales, advertising, campaigning, and market research. Retail management saves time and ensures that customers find the merchandise they want and return home satisfied. An effic management prevents unnecessary chaos in the store.

Timeline	August 12, 2052 - November 16, 2052
Budget	$ 50,000.00
Manager	Sara Barrymore

Engineering Project Scope

Engineering projects generally involve creative problem solving and usually cover a broad scope of activities, which can be relatively light or very complex. In order for the people involved in the engineering project to only focus on what needs to be done, an engineering project scope is prepared. This document lays out the objectives, schedules, tasks, and deliverables of an engineering project.

Engineering Project Scope

Kilometer Construction

Building Construction Engineering Project

Objective

The objective of this construction engineering project is to design the construction project, identify the number of crew members required to complete the job and the number of subcontractors, import necessary materials, check the total cost of the project, draft the initial plan, finalize and execute the plan, track the crew's performance, and re-evaluate the output.

Scope

The goal of this construction engineering project is to ensure that it is completed successfully within the constraints of best quality, stated time frame, and lowest cost possible. It also includes defining the project's objectives, sequence of works, construction methods, resource planning, estimation, and durations for various activities to ensure the project's successful completion.

Timeline	May 5, 2055 - September 5, 2055
Budget	$ 300,000.00
Manager	Faye Carlton

CRM Project Scope

Customer relationship management, or CRM, refers to the combination of practices, strategies, and technologies that companies use to manage and analyze customer interactions and data throughout the customer lifecycle. Since it can be very broad, a CRM project scope will usually need to be prepared to guide companies on what they should do in this project. Scoping a CRM project is important to determine what the project will and will not cover.

CUSTOMER RELATIONSHIP MANAGEMENT PROJECT

Customer Relationship Management Project

Trymid Corporation

Objective

The objectives of this Customer Relationship Management Project are to improve Trymid Corporation's customer experience and satisfaction, increase company efficiency, expand customer base, and improve sales and support teams.

Scope

CRM software is used to manage sales, marketing, and customer service teams, which are the primary touchpoints in any customer contact strategy. A good mobile CRM will enable sales representatives to manage their tasks, activities, and meetings. It can provide both marketing and sales functionality within the constraints of their respective operational requirements. A CRM system keeps track of past customer contacts, support inquiries, technical incidents, and product history for customer service teams.

Timeline / Duration	January 10, 2055 - November 20, 2055
Budget	$ 100,000.00
Manager / Project Head	Jasmine Wilson

Project Scope Uses, Purpose, Importance

Defining a project scope or scoping a project is a key part of the management of projects to avoid the project going out of scope. This is also known as scope creep, which refers to a situation in which changes to the process occur after the project has been started and the changes are not defined in the scope statement. Here are some other key uses and importance of project scope.

It's useful for project managers

Defining a project scope is key for project managers of a business since it allows them to document all the resources that are needed for the project. It's also useful for them since it allows them to avoid or minimize the possibility of scope creep. Overall, it helps project managers determine and regulate what's part of the project and what isn't.

It's a budget saver

Another importance of project scope is that it can prove to be a budget saver. Without defining the project scope, there is a big chance that spending money and resources on unnecessary things will happen, which, in turn, will blow up the budget. Defining a project scope sets out the budget that's needed to complete a particular project, which in turn will help prevent unnecessary spending of funds.

It sets a definitive guideline

Another use of defining project scope is that it sets a definitive guideline for team members to refer to. What this means is that the project team members have a very solid reference for making project-related decisions. This helps them be as specific as possible to avoid the possibility of getting sidetracked.

It establishes boundaries

Project scope is particularly useful since it establishes boundaries on what needs to be done and what doesn't need to be done. This is documented in a project scope statement. Defining a project scope also leads to a creation of a work breakdown structure, which breaks work down into smaller, more manageable required tasks.

It establishes control factors

Another key purpose of defining project scope is that it establishes control factors of the project. This is done through effective scope management, which can then be used to address elements that may result in small or big changes throughout the lifespan of a project. Establishing control factors also helps avoid problematic scenarios such as going over budget, the project going way behind the intended schedule, and so on.

What's in a Project Scope? Parts?

Introduction

This part of the project scope defines the what and why of a project.

Main Scope Statement

This part of the project scope defines the project requirements, sets the general goals for the project schedule and tasks, and identifies who will be involved.

Deliverables

This states what will be provided at the end of the project and when it will be provided.

Acceptance Criteria

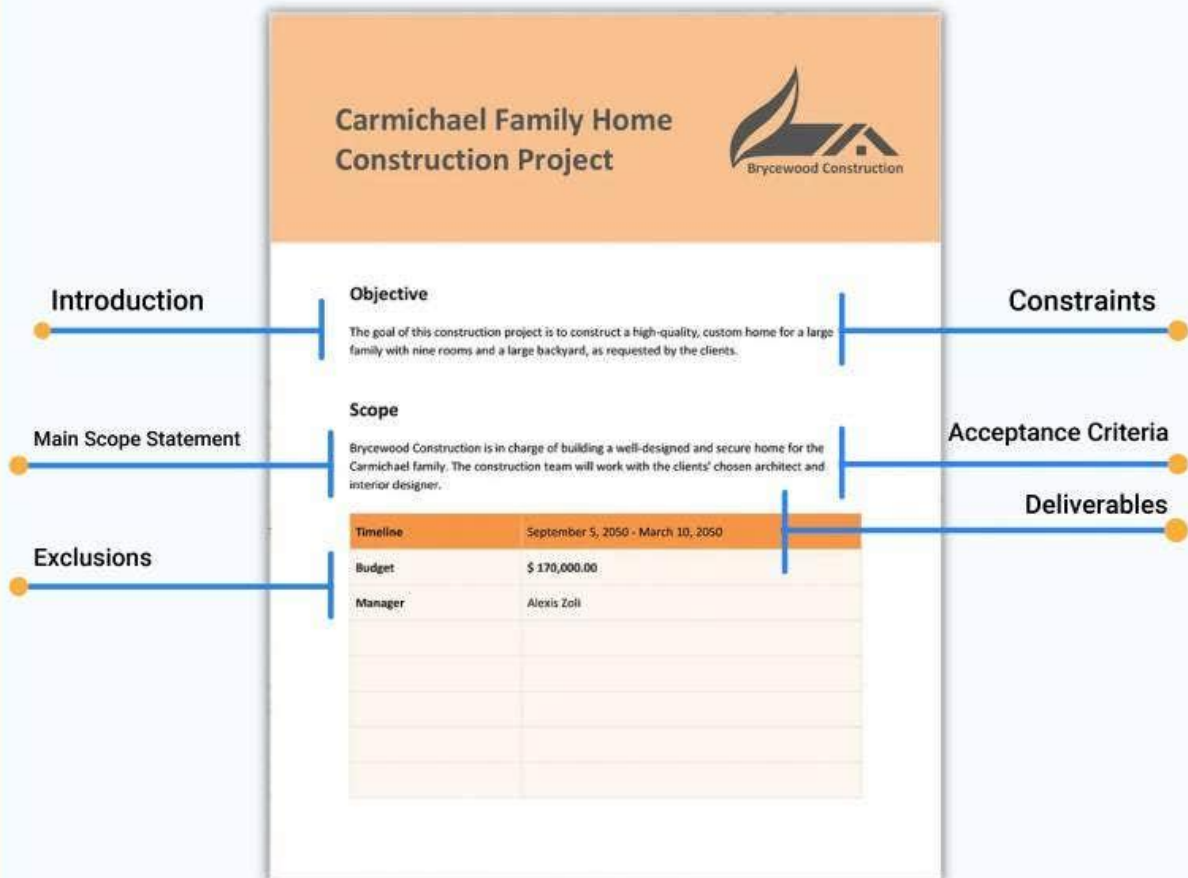This part describes the project metrics for success.

Exclusions

This part of the project scope clearly defines what should not be included in the project.

Constraints

This element of the project scope lists things that cannot be changed, also known as the project's hard limits.

Project Scope Anatomy

Carmichael Family Home Construction Project

Brycewood Construction

Introduction

Objective

The goal of this construction project is to construct a high-quality, custom home for a large family with nine rooms and a large backyard, as requested by the clients.

Constraints

Scope

Main Scope Statement

Brycewood Construction is in charge of building a well-designed and secure home for the Carmichael family. The construction team will work with the clients' chosen architect and interior designer.

Acceptance Criteria

Deliverables

Timeline	September 5, 2050 - March 10, 2050
Budget	$ 170,000.00
Manager	Alexis Zoli

Exclusions

How to Design a Project Scope

1. Select a Project Scope Size

2. Decide on the use case of the project scope

3. Pick a Project Scope Template

4. Modify the contents of the template to suit your purpose

5. Add any supporting graphics, clipart, or icon

6. Finalize the template and download

How to Design a Project Scope?

STEP 01 Select a Project Scope Size

Decide on the use case of the project scope **STEP 02**

STEP 03 Pick a Project Scope Template

Modify the contents of the template to suit your purpose **STEP 04**

STEP 05 Add any supporting graphics, clipart, or icon

Finalize the template and download **STEP 06**

Project Scope vs. Project Charter

A project scope expands on a project charter and defines what the project deliverables are, what constraints are in place, what risks are present in the project, and what is out of the scope.

A project charter serves as the core project foundation and contains the project rationale, the reasons why the project is being conducted, and who initiated the project.

What's the Difference Between Project Scope, Product Scope, and Objective?

Project scope is an important part of the project planning phase and generally involves determining and documenting a list of specific project goals, deliverables, tasks, costs, and deadlines.

Product scope is different from project scope since it defines the capabilities, characteristics, features, and functions of the deliverables at the end of the project that's being undertaken.

Objective (or project objective) refers to the predetermined results towards which effort is directed and may be defined in terms of outputs, outcomes, and benefits.

Project Scope Sizes

Adhering to the right document size is a must in order to preserve its format when being printed, and it also enables the document to serve its purpose properly. The most common project scope sizes currently in use include the US Letter and A4 sizes.

- Letter (8.5×11 inches)
- A4 (8.3×11.7 inches)

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Project Scope Ideas and Examples

The process of drafting a project scope can be relatively easy or complicated, depending on many factors such as the type of project being undertaken. Should it prove to be difficult, premade project scope ideas and examples should prove to be a great help.

- Consulting Project Scope Ideas and Examples
- Six Sigma Project Scope Ideas and Examples
- Research Project Scope Ideas and Examples
- Restaurant Project Scope Ideas and Examples
- Interior Design Project Scope Ideas and Examples
- Enterprise Project Scope Ideas and Examples
- Development Project Scope Ideas and Examples
- Work Project Scope Ideas and Examples
- Freelance Project Scope Ideas and Examples
- One Page Project Scope Ideas and Examples
- Management Project Scope Ideas and Examples

FAQs

What are the aspects of the project scope?

The aspects of a project scope include the scope definition, the work decomposition/work breakdown structure (WBS), and the scope management.

Why do we need a project scope?

We need a project scope since it helps us distinguish what is and is not involved in the project and controls what is allowed or removed as it is executed.

How to write a project scope statement?

To write a project scope statement, understand why the project was initiated, define the key objectives of the project, outline the statement of work, identify major deliverables, select key milestones, identify major constraints, and list the scope exclusions.

How to plan and scope a project?

To plan and scope a project, identify the stakeholders, develop a scope statement, create a work breakdown structure, establish the process by which the WBS will be approved, list the project team's roles and responsibilities, implement a process for formal acceptance of project deliverables, and determine how to control and document change requests.

What are good scoping practices for a six sigma project?

An example of good scoping practice in a six sigma project is to adhere to the SMART goals approach, which means that the goals should be Specific, measurable, attainable, reasonable, and time-bounded.

What is the project scope in business?

Project scope in business is a part of project planning that involves determining and documenting a list of specific project goals, deliverables, tasks, costs, and deadlines.

How to write a project scope for construction projects?

To write a project scope for construction projects, make sure that clear language is used, define the goals properly, make all the expectations and requirements clear, and consult with the construction teams with regards to the project scope before getting it signed.

What goes into a good scope document?

A good scope document should record all the features, functions, and requirements that the stakeholders expect from a project and should also outline what work must be done for the project.

How to handle scope changes in project management?

To handle scope changes in project management, you need to understand and communicate the need behind the change, document and evaluate the change, consider the implications and get any changes approved, and then implement the changes and communicate it to the team.

What does a project scope statement include?

A project scope statement generally includes the introduction, the main scope statement, the deliverables, the acceptance criteria, the exclusions, and the constraints.