Project Scope Statement Template
(Product Backlog, Scrum Step 1)

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| --- | --- |
| Date: | [Mmm d, YYYY] |
| From: | [Your name and contact information] |
| Subject: | [Project] Scope Statement |

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| --- | --- | --- | --- |
| Version | Date | Author | Description |
|  | [Mmm d, YYYY] | [Your name] | Draft initiated |
| 1.0 |  |  |  |
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|  |  |  |  |

\* Required

# Project Overview\*

[Identify the name of the project and a simple project description.]

This project is a major enhancement to an enterprise-wide software application that accepts Electronic Medical Records (EMRs) and performs an instant validation of a patient’s medical history and alerts the admitting station of special medical needs.

# Project Objectives\*

[Identify overall project objectives in terms that is represented in some form of a measurable success criteria (which usually refers to the Triple Constraint: time, costs, scope, and optionally quality).]

Due to conformance to new state healthcare regulations, this software enhancement must be released by the end of the fiscal year. Since this represents major new feature sets and benefits to the patient and to the payer, the software should be able to charge a ten percent revenue premium to the current retail price. The information retrieved must have a higher degree of quality validation to ensure that the right information is returned for the patient and that the information can be retrieved in less than ten seconds (regardless of the size of the patient database).

# Product Scope Description\*

[Overall definition and characteristics of the software product feature and function set.]

The software will run on PCs running Windows XP and Vista and will support the retrieval of information of all patients that have been admitted in a hospital over the past five years. The built-in tutorials are designed to provide instruction to a new user so that they are productive within the first 30 minutes of use.

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| Feature(PB) | Description | MH | Min MW | Max MW | COM | COR | FEA | NEC | TRA | VER |
| 1.0 | Feature 1 description |  |  |  | ✓ |  | ✓ |  |  |  |
| 2.0 | Feature 2 description |  |  |  | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
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**PB=**Product Backlog Item, **MH**=Must Have (otherwise, Nice to Have)
**COM**=Complete,**COR**=Correct,**FEA**=Feasible,**NEC**=Necessary,**TRA**=Traceable,V**ER**=Verifiable.

# Project Boundaries

[Usually identifies requirements that are NOT included in this release.]

One of the needs by the user stakeholders is project reporting of aggregated condition for the day which can show trends of conditions for repeat visits. The focus on this release is to retrieve the information in a timely manner at check in, future releases will provide more reporting services.

# Project Deliverables

[Product and project deliverables.]

Product deliverables are: the software application (updated), new user on-line documentation, and availability for distribution using a secure access on company’s Web site.

Project deliverables are: test plan and test reports, Change Requests, schedule, WBS, and lessons learned.

# Product Acceptance Criteria\*

[Overview of how you’ll know that stakeholder’s requirements have been validated.]

Each new feature is expected to have a corresponding quality test plan associated with it that is approved by engineering. During the testing phase during project life cycle, defects will be judged based on priority and severity with the team deciding on which defects are corrected.

To be considered for release, the most important milestone is to meet Technical Feasibility on schedule. Contrary to other projects in the past, the QA (test) team will be engaged at the start of the project to ensure that quality standards for this release are met.

# Project Constraints\*

[Identify key known limitations—usually time, cost, and other factors that have a direct impact on Scope (the Triple Constraint).]

This is not the time to introduce a new user interface (UI), so the screens showing the new medical alerts must be the same style as the prior version’s look and feel.

# Project Assumptions\*

[Identify what you think are true.]

Resources during development are expected to be a subset of the original team that created the product.

# Identified Risks\*

[Although not to the level of the Risk Management Plan, identify a few key Risks that can directly impact the Project Objectives.]

Key risks for this project are:

* Not getting the resources on board on time by June 1st
* Achieving Technical Feasibility on schedule
* Not assuring that performance goals can be met soon after the design period

# Schedule Milestones\*

[Identify key milestones (most practically, these are ranges initially).]

Basic schedule range is expected to be:

Technical Feasibility Oct 15-Oct 22

Release Nov 15-Dec 15

# Cost Estimate

[Estimate the range of costs as well as any funding limitations (don’t forget maintenance efforts after delivery!).]

The budget is assumed to be in the $250K-$300K range (internal costs with benefits). Anything above that range requires at least a two week notification with Finance.

# Project Specification

[Identify specific project and product documents that will be developed for this project.]

A Marketing Requirements Document (MRD) is to be created that outlines each approved Requirement. Also, there will be a design and implementation guide written by engineering as soon as the team exits the initial Planning process (Planning Complete).

# Approval Requirements

 [Identification of approval authorities.]

Milestones can be approved by engineering and QA leadership, key project documents to approved by engineering, product management, and QA leadership with the exception that Release needs to be approved by upper management.

Acceptance

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| Submitter’s signature | Sponsor’s signature |
|  |  |
| [Your name] | [Sponsor’s name] |
|  |  |
| [Your title] | [Sponsor’s title] |
|  |  |
| Date submitted | Date accepted |