**Project name**

Project Scope Definition

draft Version #.#

Month DD, YYYY

**PROJECT NAME  
PROJECT SCOPE**

**mONTH dd, yyyy**

Prepared by: \_\_\_\_\_\_\_\_

Name/Title ORG

\_\_\_\_\_\_\_\_

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# 1.0 INTRODUCTION

## 1.1 Purpose

This Product Scope communicates the need, goals and objectives of the XYZ project. It also identifies the key stakeholders, drivers, constraints, dependencies, key assumptions, and external interfaces, and details operational concepts that describe the product’s operation. Taken together, this document defines the XYZ project and product scope and lays the foundation and provides the framework for the definition of requirements as well as the design and development of the product in subsequent phases of the lifecycle.

## 1.2 Document History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Comment/Summary of Updates** |
|  |  |  |  |
|  |  |  |  |

# 2.0 Business case/Mission

The business case provides justification for the project. In addition to providing many of the inputs for the project scope (e.g., schedule, budget, assumptions), it provides the criteria by which project success will be measured.

# 3.0 PROJECT BACKGROUND AND STATEMENT OF Need

The Project Background describes what the problem is, why it exists.

The ‘need’ is not a definition of the product or solution. The ‘need’ explains why the project is developing this product. The ‘need’ is not likely to change much during the project. Aspire to develop a single need statement, but recognize there are exceptions to this rule. If more than one need is identified, ask if they could be stated as a goal or objective. All stakeholders should agree to a common vision of what the ‘need’ is before the scope definition can be completed and a full set of quality requirements can be generated.

# 4.0 Goals and Objectives

Goals define what you have to do to realize the Need and are qualifiable. Objectives are initiatives that implement the goals. The objectives also specify the success criteria and are quantifiable.

## Goal 1: Define

Objective 1.1: Define

Objective 1.2: Define

Objective 1.3: Define

## Goal 2: Define

Objective 2.1: Define

Objective 2.2: Define

# 5.0 STAKEHOLDERS

Identify the relevant stakeholders with whom you will be working to define the scope and elicit requirements. Stakeholders include those with a vested interest in the outcome of the project – good or bad; those that are influential – they can poke a stick in your wheel and upset the apple cart; and those that will be participating in one or more lifecycle stages of the product.

## 5.1 Vested Personnel

| **Name/Organization** | **Roles and Responsibilities** | **Data Transfer** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

## 5.2 Influential Personnel

|  |  |  |
| --- | --- | --- |
| **Name/Organization** | **Roles and Responsibilities** | **Data Transfer** |
|  |  |  |
|  |  |  |
|  |  |  |

## 5.3 Participating Personnel

|  |  |  |
| --- | --- | --- |
| **Name/Organization** | **Roles and Responsibilities** | **Data Transfer** |
|  |  |  |
|  |  |  |
|  |  |  |

# 6.0 DRIVERS, CONSTRAINTS, DEPENDENCIES

Drivers and constraints are external items that cannot be controlled and that must be met, which are identified while defining the scope

**6.1 Federal Regulations**

**6.2 Standards**

**6.3 Existing Systems/Processes**

**6.4 Schedules**

**6.5 Budgets**

Dependencies are situations where you are dependent on someone or something else to develop/build or rollout your system. .

7.0 HIGH-LEVEL OPERATIONAL CONCEPT (or USE CASE)

GUIDANCE: Operational scenarios are a step-by-step description of how the proposed product should operate and interact with its users and its external interfaces (e.g. other systems). Imagine the operation of the future product and document, from the stakeholder’s perspective, the steps of how the end-to-end product will function or be used.

Document ‘Nominal’ scenarios (i.e., scenarios that cover ‘normal’ operations and environments). Consider the questions: Who will use the product? Why? Where? When? How? Under what conditions? Use the interface diagram while discussing and developing the operational concepts with the stakeholders.

Document ‘Off-Nominal’ scenarios (i.e. scenarios to cover abnormal operations and environments). Consider the following: hazards to users, others, the product, other products; potential misuse of the product; extreme conditions.

Refine the scenarios to cover all interfaces. Cover the following interactions: inputs expected; outputs expected; input does not occur; wrong input occurs; wrong output occurs.

Validate the scenarios by iterating on the above until all the stakeholders agree on the correctness, completeness, and feasibility of the scenarios.

Place detailed Operational Concepts in Appendix – Operational Concepts

# 8.0 EXTERNAL INTERFACES

Document all external interfaces, including those to enabling systems which are identified while documenting the need, goals, objectives, and operational concepts. Document all the potential interfaces as well (e.g. those for power, structural or physical, data or signal, command or control).

GUIDANCE: The external interfaces form the boundaries between your product/system of interest and the rest of the world.

Ask the following questions about each boundary to the product considering each product lifecycle phase (development through operation and disposal) and document the answer:

* What does the product do to/for the world?
* What does the world do to/for the product?
* What is the worst thing that can happen across this interface?
* Is the interface likely to change during the development of the product?
* Is this interface likely to change after the product is in use?

Create the external interface diagram for the system of interest. The diagram should depict all the interfaces documented in the steps above.

# 9.0 ASSUMPTIONS

Explicitly document all assumptions that are identified while defining the need(s), goals, objectives, constraints, authority, and responsibility**.**

# AUTHORITY AND RESPOSIBILITY

Document the specific authority and responsibility (e.g., to contractor, project technical lead, customer) for aspects of the products development, identified while defining the scope.

| **Name/Organization** | **Authority** | **Responsibility** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# 11.0 VALIDATE THE SCOPE

Conduct reviews with representatives from all stakeholder groups to:

* determine validity of the scope,
* identify problems and risks,
* find helpful suggestions,
* make sure everyone has the same expectations of the system of interest,
* ensure scope represents a feasible approach to meeting need, and
* approve scope.

GUIDANCE: Once the Scope seems to be fairly stable, consider conducting an inspection of the documented Scope to eliminate remaining errors.

# 12.0 ASSESS RISKS

Determine and document risks associated with the recorded Scope following the project’s Risk Management Plan. Use the following questions to help identify risks. A”YES” answer indicates risk.

* Do we have product boundary questions?
* Have we missed a key stakeholder input?
* Have we missed a product lifecycle phase?
* Are there poorly defined or incomplete interfaces?
* Are there areas of strong disagreement?
* Are there too many unknowns?
* Are there assumptions that have not been confirmed with the project or stakeholder personnel?
* Are there technical issues?
* Are there technology issues?
* Are there schedule issues (e.g., overly optimistic)?
* Are there cost issues (e.g., budget too lean)?

# APPENDIX A – OPERATIONAL CONCEPTS (or USE CASE)