

# Project Management

## Topic 3.3

### Scope Statement



# Scope Statement – Scope Definition

- Collection of all items defining scope
- Common understanding among stakeholders
- Enables detailed planning
- Guides work during execution
- Baseline for determining if changes are within project boundaries
- Progressively elaborated during the project

# Scope Progressive Elaboration

## Project Status

- Project Start
- During Design
- After Design
- Work Phase

## Scope

- Charter
- Charter, Specifications, Issues list
- Charter, Specifications, Issues List, Design
- Charter, Specifications, Issues List, Design, Statement of Work

# Scope Statement Content

- **Increased detail on project charter**
  - Product scope description
  - Acceptance criteria
- **Deliverables** (including ancillary items)
- **Exclusions** (stating what is out of scope)
- **Constraints** (timing, cost, and others)
- **Assumptions** (including impact, if false)

# 3.3.1 Team Exercise



## Statement of Work

Learn by Doing Project Management  
Pages 55-56