

Writing a Scope of Work

Proper scope management is critical to the success of any project, especially in terms of time and money. And one of the first tasks of any project manager and his team is to develop a written scope statement.

This scope statement forms the basis for agreement between customer and supplier will be the basis for all project related decisions will be used to determine whether the project has been completed. In relation to the knowledge areas in the PMI PMBOK ©™, developing the scope statement is included in and the most important output from the scope planning process.

The written scope statement identifies both the project deliverables and project objectives. It provides a basis for confirming or developing common understanding of project scope among the stakeholders. Before the project manager sits down in front of his trusty keyboard, he must have a clear understanding of the project.

- He will have reviewed the contract.
- He will have memorized the project assignment given him by the company executive.
- He will have clarified the responsibilities between customer and supplier.
- He will have identified any constraints and work that is specifically excluded from the scope.
- He will have had discussions with the sponsor, the customer and other major stakeholders.

He will have had meetings within the company about the project.

The scope statement can be a section

within the project plan or can be a separate document. The scope statement should include the following information:

- **Strategy:** An overview of the business needs in relation to the project and the business need the project was undertaken to address.
- **Product of the project:** A summary of the project deliverables.
- **Project Objectives:** Quantifiable goals in terms of time, money and technical quality that the project must achieve to be considered successful.
- **Supporting detail:** Description of all assumptions and constraints considered during the development of the scope statement.
- **Scope Management Plan:** A description of how the project scope will be managed and how agreed changes will be incorporated into the project deliverables. There is usually a separate document describing the change control process and a cross reference to that document should be included in the scope management plan. The scope statement should be reviewed and approved by all stakeholders.

The scope statement is the basis for further processes in the scope planning phase of the project, including scope definition, scope verification and scope change control.

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