**[Insert Project Name]**

**Scope Management Plan**

Version History

| Version # | Date | Author | Key Differences |
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Introduction to the Scope Management Plan Template

The Scope Management Plan is created during the project’s Planning Process Phase and is considered a component of the Project Management Plan (PMP). The purpose of the Scope Management Plan is to document the defined scope management approach and processes, as well as the roles and responsibilities for Stakeholders participating in those processes.

The Scope Management Plan serves as a written reference guide. It describes how the project team will define and develop the project scope, create the Work Breakdown Structure (WBS), validate the scope, verify completion of project deliverables, control the scope baseline, and handle scope changes.

The following sections are constructed to match the suggested heading structure for the Scope Management Plan. Each section provides instructions and descriptions to help the reader understand the section purpose and how to complete it.

Template style conventions are as follows:

| Style | Convention |
| --- | --- |
| Normal text | Indicates placeholder text that can be used for any project. |
| [Instructional text in brackets] | Indicates text that is be replaced/edited/deleted by the user] |
| *Example text in italics* | *Indicates text that might be replaced/edited/deleted by the user* |

As you complete the template, please remember to delete all instructional text (including this section) and update the following items, as applicable:

* title page
* version history
* table of contents
* headers
* footers

Update the document to a minor version (e.g., 1.1, 1.2) when minimal changes are made and a major version (e.g., 2.0, 3.0) when significant changes are made.

# Introduction

[Describe the purpose of the Scope Management Plan and how scope will be managed throughout the project. Information contained in this section should be tailored to fit a particular project’s needs.]

*Example:*

*The purpose of the Scope Management Plan is to ensure the project is composed of all the work required, and only the work required, to successfully complete the project. The processes defined in the following sections provide a blueprint for how scope will be defined, developed, verified, and controlled. This Scope Management Plan documents the scope management approach, defines the roles and responsibilities, processes, and procedures for managing scope, and serves as a guide for managing and controlling project scope.*

# Approach

[Describe the activities, processes, and procedures used to manage the scope of the project. This section describes the processes that will be used to prepare the project Scope Statement, create the Work Breakdown Structure (WBS), validate completion of project deliverables, and control requirement change requests to the project scope.]

*Example:*

*This Scope Management Plan addresses the following processes:*

* *Scope Definition*
* *Work Breakdown Structure (WBS) Creation*
* *Scope Validation*
* *Scope Control*

*These processes interact with each other and with the processes in the other management plans defined in the Project Management Plan. When implemented properly, the scope management processes will help effectively manage the Triple Constraint elements of time, schedule, and cost to support a high quality project.*

# Roles and Responsibilities

[Describe the Roles and Responsibilities of those involved in the Scope Management process. The following table is provided as an example and can be extended to meet a project’s specific needs.]

*Example:*

| Name | Role | Responsibility |
| --- | --- | --- |
| [Name] | *Project Sponsor* | * *Approves Scope Management Plan.*
* *Provides high-level scope definition (Project Charter).*
* *Reviews escalated scope issues and provide direction for resolution.*
* *Approves major scope change requests.*
* *Overall decision-making responsibility for Scope Management activities.*
 |
| [Name] | *Executive Steering Committee (if used)* | * *Participates in Scope definition activities.*
* *Provides final approval of Scope Management Plan (if decision-making committee).*
* *Reviews major scope change requests and makes final decision or recommendations to the Project Sponsor.*
 |
| [Name] | *Project Manager* | * *Overall responsibility for scope management.*
* *Oversees the development of the Scope Management Plan.*
* *Oversees the scope change management process.*
* *Approves scope change requests within his/her authority.*
* *Escalates scope and change issues.*
* *Ensures that scope changes are incorporated into appropriate project documents*
 |
| [Name] | *Contract Manager* | * *May have a role in deliverable verification and acceptance when the deliverable is required under contract terms.*
 |
| [Name] | *Project Team Members and Subject Matter Experts (SMEs)* | * *Help develop the project scope statement.*
* *Submit scope change requests.*
* *Review Scope Change requests when assigned.*
* *Provide feedback as and when required.*
* *Participate in team-level scope change reviews.*
 |
| [Name] | *Independent Verification and Validation (IV&V)* | * *Provides an ongoing independent review and analysis of project scope management practices.*
* *Monitors scope changes and provide feedback.*
 |

# Scope Management Processes

## Definition of Scope

[In this section, describe the approach to developing the project scope statement.]

*Example:*

*This process takes the high-level product descriptions, assumptions and constraints, as documented in the Project Charter, and uses them to create a more detailed scope in the Project Scope Statement. The result of the process is a detailed definition of the product and/or service the project will produce.*

*This section details the process of developing a detailed description of the project and its deliverables. The Scope Statement details the project’s deliverables and work necessary to create these deliverables.*

*The project Scope Statement can contain, but is not limited to, the following components:*

* ***Executive Summary*** *– Brief summary of the project*
* ***Business Objectives*** *– Should be stated in business terms*
* ***Product Scope Description*** *– Describes what the project will accomplish*
* ***Project Deliverables*** *– A detailed list of deliverables the project will produce*
* ***Product Acceptance Criteria*** *– Describes what requirements must be met for the project to be accepted as complete*
* ***Project Exclusions*** *– Description of work that is not included in the project and therefore outside the scope*
* ***Project Constraints*** *– Lists limits on resources for time, money, staff, or equipment*
* ***Project Assumptions*** *– Describes the list of assumptions under which the project team and Stakeholders are working to complete the project*

*Note: The scope statement can be refined after requirements are identified and defined. Refer to the main documents developed in the requirement definition process: Requirements Management Plan, Requirements Documentation, and the Requirements Traceability Matrix.*

## Creation of the Work Breakdown Structure (WBS) and Dictionary

[Discuss how the project scope is to be sub-divided into smaller deliverables in a Work Breakdown Structure (WBS) and WBS Dictionary, and how these smaller components are managed during the project. Provide the WBS and the WBS Dictionary. A WBS Dictionary should accompany the WBS to provide more detailed information about the work elements of the structure and a more detailed description of deliverables identified in the WBS. The following table shows an example format for a WBS Dictionary.

The fields associated with a WBS Dictionary include:

* WBS Level – The decomposition (break down) level of the WBS element in X.X.X format (extended to the level needed)
* WBS Code – A code associated with the specific WBS element
* WBS Element Name – The name of the WBS Element
* Description of Work – The work represented by the WBS Element
* Deliverable(s) – Deliverables produced by doing the work represented by the WBS element
* Committed Resources – Resources committed to do the work represented by the WBS element
* Comments – Any additional information needed to explain the WBS element]

*Example:*

*This section contains the Work Breakdown Structure (WBS) and related information. The WBS and its corresponding WBS Dictionary are important components of effective scope management.*

*Example: WBS*

| Level 1 | Level 2 | Level 3 |
| --- | --- | --- |
| 1. *Widget Management System*
 | *1.1 Initiating* | *1.1.1 Evaluation and Recommendations**1.1.2 Develop Project Charter**1.1.3 Deliverable: Submit Project Charter**1.1.4 Project Sponsor Reviews Project Charter**1.1.5 Project Charter Signed and Approved* |
| *1.2 Planning* | *1.2.1 Create Preliminary Scope Statement**1.2.2 Determine Project Team**1.2.3 Project Team Kickoff**1.2.4. Develop Project Plan**1.2.5 Submit Project Plan**1.2.6 Milestone: Project Plan Approval* |
| *1.3 Executing* | *1.3.1 Project Kickoff Meeting**1.3.2 Verify and Validate User Requirements**1.3.3 Design System**1.3.4 Procure Hardware/Software**1.3.5 Install Development System**1.3.6 Testing Phase**1.3.7 Install Live System**1.3.8 User Training**1.3.9 Go Live* |
| *1.4 Closeout* | *1.4.1 Audit Procurement**1.4.2 Document Lessons Learned**1.4.3 Update Files/Records**1.4.4 Gain Formal Acceptance**1.4.5 Archive Files/Documents* |

*Example: WBS Dictionary*

| WBS Level | WBS Code | WBS Element Name | Description of Work | Deliverable(s) | Committed Resources | Comments |
| --- | --- | --- | --- | --- | --- | --- |
| *1* | *1* | *Widget Management System* | *System to Manage Widgets* | *IVD System* | *Project Manager**Technical Analyst**SMEs* |  |
| *2* | *1.1* | *Initiating* | *Initiation of Project to build Widget Management System* | *Charter and S1BA [include additional deliverables]* | *Project Manager**Business Analyst**SMEs* |  |
| *3* | *1.1.1* | *Evaluation and recommendations* | *Evaluation of options and recommendations* | *Evaluation and Recommendations Report* | *Project Manager**Business Analyst* |  |
|  |  |  |  |  |  |  |
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## Deliverable Validation and Acceptance

[Document the project deliverables. Discuss how deliverables will be validated against the original scope and how deliverables will be formally accepted. Project deliverables should be formally accepted and signed off by the Project Sponsor throughout the project and not held back as a single set of deliverables at the end of the project. See the deliverable acceptance criteria and final product acceptance templates for additional information on accepting deliverables. It is important that this plan’s narrative align with the project’s formal acceptance approach.]

*Example:*

*The project’s deliverables and products will be accepted through the project’s formal acceptance processes. These processes are designed to ensure that individual deliverables and products are accepted only if they meet their respective acceptance criteria.*

## Control Scope

[Describe the change process for making changes to the scope baseline. The Change Control Management Plan should include the details for requesting, reviewing, and approving changes to the Scope Statement or the Work Breakdown Structure after their initial approval.]

*Example:*

*Any request for change in project scope will be processed through the project’s change management procedure. Proposed scope changes will be reviewed. If the Project Manager and Project Sponsor determine that the request has merit, it will be analyzed for its impact to project time and project costs, and a risk assessment of the scope change will be conducted. If the change is approved, the project’s WBS and WBS dictionary will be updated and re-baselined, the project schedule will be updated and may be re-baselined, and the project’s requirements set will be updated.*