

Project title:

Date prepared :

1.- Scope Statement Development.

- Describe how the Scope Statement will be developed including any alternatives analysis, stakeholder interviews, or research that will be conducted.

2.- WBS Structure.

- Describe the WBS structure and whether it will be arranged using phases, geography, major deliverables, or some other way.
- The guidelines for establishing control accounts and work packages may also be documented in this section.

3.- WBS Dictionary.

- Identify the fields that will be used in the WBS Dictionary and the level of detail needed.

4.- Scope Baseline maintenance.

- Identify the types of scope changes that will need to go through the formal change control process and how the scope baseline will be maintained.

5.- Scope Change.

- Describe how the changes to scope will be managed.
- This includes articulating the difference between a scope change and a scope revision.

6.- Deliverable acceptance.

- For each deliverable identify how the deliverable will be validated for Customer acceptance, including any tests or documentation needed for sign-offs

7.- Scope and Requirements integration.

- Describe how project and product requirements will be addressed in the Project Scope Statement and WBS
- Identify the integration points and how requirements and scope validation will take place.