Project Scope Document Template



PROJECT SCOPE							
Project Name*	Project#						
Key deliverables of this project*							
Functionality/features explicitly in scope*		1					
		М	S	С	W		
Functionality/features explicitly out of scope*							
		М	S	С	W		

MoSCoW Prioritisation, categorising functionality/features according to:

- Must Have the functionality that is absolutely essential to meeting the key business needs and realizing the proposed business value; without this functionality the entire Project would be pointless
- Should Have the functionality that is important to meeting the key business needs and realizing the highest business value, but which may be deferred to the next version/release
- Could Have the functionality that would add business value and would be useful to have, but which may be deferred to a later version/release
- Won't Have the functionality that adds limited business value and may be deferred indefinitely.

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	Business processes impacted
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	Data Protection Implications
	Information security implications
	Project scoping assumptions
	Project constraints

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Preferred/proposed IT solution

Will this project result in a new service?	Yes/No
Will this project result in an existing service being decommissioned?	Yes/No
*fields on PM3 Project Details page	

PROJECT SCOPE DOCUMENT APPROVAL					
Name	Signature	Date			
Project Requester					
Project Sponsor					
IT Contact					