Creating a
Project Scope Of Work

All projects need a project scope of work. This is a vital document designed to capture key project information. It outlines the details of the project and acts an agreement on the work that lies ahead. It makes project parameters clear and often also sets some boundaries (i.e. what's outside the scope of the project).

It can be discussed and agreed with the project team and any key stakeholders right at the start of the project to provide a general overview of the project aims, objectives and key deliverables.

What to include

The exact information detailed in a project scope document will vary depending on the size and complexity of the project. As a rule of thumb, it might include:

1. The overall goal and objectives
2. The key project deliverables.
3. What's considered out of scope for the project.
4. An outline of the business case for the project.
5. Any external dependencies that are vital to the project's success.
6. The core project team and their contact details.
7. An outline of the project's key milestones and timelines.
8. Confirmation that the project scope document has been signed off by key stakeholders.

These elements are reflected in the prepared downloadable template below, which can also be customised as needed.

The level of detail to provide

Again, this will vary. Some projects will need a highly detailed breakdown of the elements listed in a scoping document and will include supplementary documentation that support it like an initial work breakdown structure (WBS). Others may prefer for information to be kept brief with details provided in a succinct manner.

There's no right or wrong here. The level of detail to provide depends on the circumstances and what's necessary to communicate the project's remit successfully while considering any organisational preferences and guidelines.

Don't forget sign-off

When the project scope document has been prepared, there's one crucial step to follow before it's shared more widely. It's essential that the project scope document is signed off by key project stakeholders, usually the project sponsor and the core project team to confirm that the scope has been discussed and agreed.

Project scope of work

Project name:

Project sponsor:

Project manager:

Project details

1. Project goal and objective:

List the overall aim and objective of the project. This should be a short statement that captures exactly what the project seeks to accomplish.

2. Key project deliverables:

Detail what will be delivered as a result of the project.

3. Out of scope:

Thinking carefully about the aim of the project and its deliverables, detail anything that what will not be delivered as part of the project.

4. Business case:

Detail the reasons why the project has been approved, what are the benefits it will bring to the organisation.

5. External dependencies:

Detail any factors outside of the organisation that are needed to ensure the success of the project.

6. Project Team

Detail who the core project team are. Generally, this will be the managers of each work package within and relevant to the project, be it communication, IT, operations, or training.

Name:	Role:	Contact details:

7. Project milestones

Detail the key project milestones, relative to the project start date. Build completion dates and implementation dates for example. These can be estimates subject to review as the project progresses. Any specific dependencies for each of the milestones can also be highlighted.

Milestone:		Target Date:
	Project Start	
	Project Complete	

8. Authorisation

Detail key project stakeholders who have signed off this project scope document.

Name:	Role:	Date: