**High-Level Scope Document – What’s In and What’s Out?**

This is an umbrella document that should be created at the beginning of the project to give clear direction. It is the high-level **Who, What, When, Where, Why document**.

It can be updated as the project progresses but MUST be version controlled – use a new version number each time the scope is changed, so you always know what the most recent agreed scope is.

**Why**

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| Why is this project being done in the first place? Why is it needed? What problem are you trying to solve by doing this project? |

**What**

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| What is **in** scope for the project? What will you be delivering?  What is **out of scope** for the project? What will you NOT be delivering? |

**Business Objectives**

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| What is the business trying to achieve with this project?  e.g. higher revenue, improved customer experience, better conversion rates, |

**Project Deliverables**

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| What are the project’s key deliverables for achieving the results?  E.g. Business Case, signed contract with the Supplier, status reports for the client every month, timesheets, prioritised requirements………… |

**When**

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| What is the agreed completion date for the project? Is it a single delivery or will there be multiple phases? |

**Constraints**

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| What constraints/limitations will make it a challenge to deliver? Plan ways to overcome them early  E.g. resource availability, time limits, red tape……. |

**Dependencies**

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| What else is happening that the project delivery will depend on?  E.g. the completion of another project to free up resources, BAU work where using shared resources, recruitment……. |

**Assumptions**

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| To successfully deliver, what are you assuming?  E.g. you will receive enough money to do the job, resources will be available……. |