

IT Project Scope Form

Project Title:	Project Number:
Project Leader/Manager:	Anticipated Project Start Date:
Sponsor:	Date Prepared:
Project Risk Level: (see: http://www.pm.it.vt.edu/)	Estimated Completion Date:
<p>Team Members: (at a minimum include the core team members)</p> <ul style="list-style-type: none"> • As appropriate, include information from the IT Project Initiation form. <p>Examples of who could be included in the Team Members section are:</p> <ul style="list-style-type: none"> • Note: as appropriate, include both internal (IT) and external team members. • Can be any combination of individuals, groups, teams, or organizations. • Include the core team members directly responsible for project deliverables. • Optionally include supporting team members who contribute to project deliverables. 	
<p>Purpose of Project: (high-level narrative regarding what this project is expected to accomplish & its benefits)</p> <ul style="list-style-type: none"> • As appropriate, include information from the IT Project Initiation form. <p>Examples of what could be included in the Purpose of Project section are:</p> <ul style="list-style-type: none"> • Give a concise goal statement. • What is being accomplished? • What are the major benefits expected from this project? 	
<p>Background: (brief narrative regarding what led to this project proposal)</p> <ul style="list-style-type: none"> • As appropriate, include information from the IT Project Initiation form. <p>Examples of what could be included in the Background section are:</p> <ul style="list-style-type: none"> • Provide a brief project history. • Justification of why this project should be done. • What are the expected consequences of this project? • What makes this project unique or special? 	
<p>Deliverables: (a sampling of key deliverables)</p> <ul style="list-style-type: none"> • As appropriate, include information from the IT Project Initiation form, the Project Plan, and the IT Project Quality Management Plan. <p>Examples of what could be included in the Deliverables section are:</p> <ul style="list-style-type: none"> • What are the major outputs of the project, including quantities? • What are measures of project success? • What is promised to the “customer”? • As appropriate, attach a software requirements specification document. 	
<p>Stakeholders: (those involved in or who may be affected by project activities)</p> <ul style="list-style-type: none"> • As appropriate, include information from the IT Project Initiation form and the IT Project Resources and Staffing Plan. <p>Examples of what could be included in the Stakeholders section are:</p>	