

Project Planning - Scope Document

Updated - February 2013

Person Completing Form: _____ Date: _____

Name of Project: _____

Step	Task
1	Who is the owner / sponsor of this project?
2	What is the estimated budget for this project?
3	What is the budget account code for funding?
4	What is the expected timing for completion?
5	What are the existing conditions?
6	What are the desired changes?
7	Has the Vice President for the business area verbally approved this project?
8	Who are <u>all</u> of the stakeholders in this project? (Check those that apply) Environmental Services _____ Purchasing _____ Information Technology _____ Campus Safety _____ Telecommunications _____ Interior Design _____ Human Resources _____ Academic Affairs _____ Administration _____ (enter name) Academic Program Director _____ (enter name) Other _____
9	When is the desired start and finish time for this project?
10	(See Page 2) Provide sketch, as appropriate, to supplement project description

Page Two

Sketch or Drawing of Project

Name of Project: _____

Sample Scope Document Template

William Heldman, Lona Cram



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Understanding Project Management, Third Edition Dave C. Barrett, 2024-11-26 Understanding Project Management Third Edition presents a practical real world guide for aspiring and practicing project managers The text follows an ongoing case study from inception to completion The case guides students through the key aspects of a project including its scope quality schedule and budget while also exploring the less tangible challenges that can often either derail a project or lead to its success This well updated new edition features expanded content on agile project management with a new scrum case study exploration of hybrid project management techniques and new content on the history of project management working with remote and international project teams and Earned Value Management Understanding Project Management clearly presents key waterfall agile and hybrid project management concepts with examples to enhance learning This practical guide is an invaluable resource for project management courses at colleges and universities in the US and Canada

Understanding Project Management, Second Edition Dave C. Barrett, 2021-05-10 In the second edition of Understanding Project Management skilled expert Dave C Barrett offers a well updated practical real world guide for current and aspiring project managers Using concise and approachable language the second edition features new concept illustrations a greater consistency with the Project Management Body of Knowledge terminology and additional case studies in the updated instructor resources Taking the reader through an ongoing case study from initiation to completion the text reinforces the importance of managing key aspects of a project including its scope quality schedule and budget and explores the less tangible challenges that can often derail a project or lead to its success This newly updated edition offers authentic project management documents produced alongside the project case study and equips readers with a solid understanding of why specific processes are used why certain decisions are made and how pieces of project management fit together Suitable for any discipline or industry Understanding Project Management Second Edition promises to be an engaging and worthwhile read **FEATURES** Additional key terms illustrations practical examples and references to the Project Management Body of Knowledge Sixth Edition Readers follow an ongoing case study gaining insight into the thought processes and resulting actions of a project manager including the creation of project documents Robust instructor resources include new case studies that can be used for in class activities and case study extensions of additional situations and problems to discuss with students [How to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements](#) Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage

access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system

Project Management Skills for Instructional Designers M. T. Cox Dorcas M. T. Cox,Dorcas M. T. Cox,Dorcas Cox,2009-12 This book exposes the reader to a comprehensive overview of instructional design using the Instructional Systems Design ISD or ADDIE model and project management techniques based on the framework and standards of the Project Management Institute and the Project Management Body of Knowledge PMBOK Guide best practices Throughout the book ADDIE and project management are united in a four step combo Readers are taught to groove two disciplines to one beat Project Management Skills for Instructional Designers is intended to captivate the interest of the following audience instructional designers training managers and directors training consultants human resources managers performance consultants and project managers This practical guide uses the creative approach of storytelling to present the content in a way that is realistic and sequential to the way an instructional designer may work A case scenario where an instructional designer is given a mandate by the boss to design develop and deliver automated sales management training is the story line around which the two disciplines are applied in the four step combo Enterprise Project Management Hagit

Landman,2008-07-15 This guide illustrates how to implement an EPM solution to better meet an organization s project management goals based on the Project Management Institute s proven methodologies in the third edition of PMBOK using Microsoft s Project Server 2007 Project Professional and SharePoint technology *Exercise Management for Referred Medical Conditions* Andrew Scott,David Broom,2022-07-29 Exercise referral describes the process of consultation planning and instructing physical activity programmes and applying appropriate behaviour change strategies for clients presenting a range of low to medium risk medical conditions Exercise Management for Referred Medical Conditions is the first book to integrate exercise prescription with the development of healthy behaviours and the promotion of physical activity and well being and provides students with an evidence based applied guide to becoming effective exercise referral practitioners The book draws upon the latest research and recommends best practices for creating referral pathways providing exercise programmes and engaging clients in health lifestyles Covering the pathology medical management role of exercise and recommendations for programming in each case it discusses a range of conditions including Obesity and type I and II

diabetes Hypertension and dyslipidaemia Asthma Low back pain osteoarthritis and joint replacement rheumatoid arthritis and osteoporosis Depression anxiety and stress disorders Consistently organised and laden with pedagogical features including learning objectives key terms case studies future developments and chapter summaries no other book offers such a clear holistic model for exercise referral This is a vital resource for any student undertaking vocational courses in exercise referral and an important reference for exercise scientists physical therapists fitness professionals or local policy makers interested in the use of physical activity in healthcare Professional Alfresco David Caruana,John Newton,Michael Farman,Michael Uzquiano,Kevin Roast,2010-12-13 A timely and authoritative guide written by the Chief Architect and Founder of Alfresco Alfresco is considered the leading open source solution for Web and Content Management What makes Alfresco unique is its services which can be easily extended with web scripts via RESTful services Written by an author team that includes the chief architect and the founder of Alfresco this comprehensive guide provides in depth coverage of the Alfresco architecture and services and shows how to extend them through Web scripts to meet real business needs You ll learn how to use Alfresco services to create effective content management solutions while detailed code examples show you how to extend Alfresco with Web scripts using RESTful services to deliver custom solutions Features detailed working code examples that demonstrate how to extend Alfresco with Web scripts Written by the Chief Architect and other key Alfresco insiders ensuring that this book is both authoritative and up to date Shows how to integrate Alfresco with Drupal and Joomla portal solutions Covers the upcoming Alfresco 3.2 release Includes real world case examples of increasing levels of sophistication and complexity The companion Web site contains all source code examples in the book You ll benefit from this timely resource that shows how to get the most from Alfresco for specific business requirements *Project Management for Non-project Managers* Jack Ferraro,2012 A seasoned project management consultant introduces critical project management skills tools and techniques Includes case studies checklists and exercises Project Management for Healthcare Informatics Susan Houston,Lisa Anne Bove,2007-11-25 Through its use of real clinical examples this book provides an explanation of the project management process tailored for nurses It first describes in detail the project management process along with its relationship to the phases of the project life cycle Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle With the aid of case studies and project examples the book then examines how to apply these principles in the day to day work of the nurse whether manager staff nurse educator researcher or informatician **Project Management Tools and Techniques** Deborah Sater Carstens,Gary Richardson,Ronald B. Smith,2016-04-19 A combination of art and skill that results in the balancing of project objectives against restraints of time budget and quality effective project management requires skill and experience as well as many tools and techniques Project Management Tools and Techniques A Practical Guide describes these tools and techniques and how to use them givi **Operator Training Simulator Handbook** Joseph Philip, Frank David Todd,2022-04-14 Make the

most of OTS systems in operator training and engineering Key Features Learn OTS project delivery best practices from the author's 30 years of experience Explore use cases to understand how your OTS systems can maximize ROI for users Discover how to best develop OTS training models for developers and users Book Description Operator training simulators in the process industry have been around since the 1970s but you may not find a book that documents the development of these systems and the standard best practices The Operator Training Simulator Handbook covers best practices for OTS engineering and OTS training development and delivery starting from the basic the jargon and the different types of OTS systems It will take you through the best approaches to project specification as well as building maintenance planning and delivering these systems by sharing real life experiences and dos and don'ts As you advance you'll uncover the various challenges in the planning and delivery of operator training models and understand how to address those by working through real world projects This book helps in specifying the best fit for purpose choosing a cost effective system when acquiring an OTS You'll also learn how you can turn your OTS projects into digital twins before finally learning all about documentation in a typical OTS project covering the sample structure that you can use as a starting point in your projects By the end of the book you'll have learned best practices for developing operator training simulator systems and have a reference guide to overcome common challenges What you will learn Become familiar with the OTS jargon to set a base for understanding OTS aspects Implement training planning methods that have been tried and tested in the industry for many years Get to grips with writing well planned documentation for your OTS project Review new model suggestions to maximize benefits of the OTS systems and the actual ICSS control systems to maximize ROI for users Understand Cloud OTS systems as a new way to address some of the common issues that developers and users face Create digital twins of your OTS projects Who this book is for This book is for suppliers who build and deliver OTS systems OTS buyers or companies looking to invest in these systems Anyone with an interest in OTS systems including university students or graduates who will work on these systems will find this book useful Basic knowledge of either OTS systems ICSS control systems or process engineering will help you grasp the concepts covered in this book **Project Management Tools and Techniques** Deborah Sater Carstens, Gary L.

Richardson, 2019-11-04 The topic of project management is truly an evolution of art seeking science This activity involves balancing project objectives against the constraints of time budget and quality Achieving this balance requires skill experience along with the use of many tools and techniques which are the focus of this book This new edition provides updated content to incorporate examples from Microsoft Project 2016 and material from the Project Management Body of Knowledge PMBOK Guide sixth edition The chapter structure includes step by step instructions regarding the basic mechanics and various software tools that can be used to assist in the processes To reinforce the textbook's learning objectives extra material is provided on the textbook website This includes mechanical tool examples and lab assignments representative of the chapter topics An external video tutorial library is available to help with various mechanics related to

Microsoft Project mechanics An instructor manual is available for qualifying adoptions for classroom use NOTE Chapter 26 is not in the textbook and is only located in the book s Downloads tab on the CRCPress com website Features Illustrates the use of Microsoft Project throughout the project life cycle Offers templates as productivity enhancement tools Includes supplemental material for students and instructors Provides assignments for hands on experience Follows the PMI PMBOK Guide model structure that will support a better understanding of the model and help prepare students for PMP and CAPM certification Illustrates both traditional and contemporary management techniques

Project Management Made Simple and Effective Daniel C. Yeomans, Peter Rogers, 2017-03-17 In today s fast paced and global workplace project management takes on new meaning Virtual meetings portable technology and tighter budgets add to the risk of project failure Yet businesses must continue forward with new products or services meet demands and market their goods These goals depend on effective project management When project management fails businesses often follow Project Management Made Simple and Effective teaches you the principles of successful project management so you can adapt to this environment You ll learn different techniques for leading project teams and getting the attention of busy executives You ll also learn how to avoid common problems that can create havoc with the most experienced project teams Applying a Portfolio Approach Managing Stakeholders Defining Scope Identifying the Critical Path Measuring Status of the Schedule Scope and Budget Resolving Conflicts that Occur During a Project The author and contributors also share useful easy to use templates that may be downloaded from their website Whether you re an experienced Project Manager or someone leading their first work team Project Management Made Simple and Effective gives you the practical tools insights and advice to be successful project managers

How to Achieve 27001 Certification Sigurjon Thor Arnason, Keith D. Willett, 2007-11-28 The security criteria of the International Standards Organization ISO provides an excellent foundation for identifying and addressing business risks through a disciplined security management process Using security standards ISO 17799 and ISO 27001 as a basis How to Achieve 27001 Certification An Example of Applied Compliance Management helps a

Software Project Management Kit For Dummies? Greg Mandanis, Allen Wyatt, 2000-05-11 The seasoned programmer and novice alike find this reference the ideal resource for getting a project off to the right start Friendly practical advice is combined with the latest software in this For Dummies edition Follow your expert guide through planning development testing and implementation the first steps to your project s success Then get your hands on scheduling assigning resources and estimating costs and best of all making your software happen The book s CD ROM includes trial versions of Microsoft Project 2000 Soffrant TRACK and Cost Xpert as well as templates and a wealth of other planning tools

Project Management Theory and Practice, Third Edition Gary L. Richardson, Brad M. Jackson, 2018-07-27 Project Management Theory and Practice Third Edition gives students a broad and real flavor of project management Bringing project management to life it avoids being too sterilely academic and too narrowly focused on a particular industry view It takes a model based approach towards project management commonly used

in all industries The textbook aligns with the latest version of the Project Management Institute's Project Management Body of Knowledge PMBOK Guide which is considered to be the de facto standard for project management However it avoids that standard's verbiage and presents students with readable and understandable explanations Core chapters align with the Project Management Institute's model as well as explain how this model fits real world projects The textbook can be used as companion to the standard technical model and help those studying for various project management certifications The textbook takes an in depth look at the following areas important to the standard model Work Breakdown Structures WBS Earned Value Management EVM Enterprise project management Portfolio management PPM Professional responsibility and ethics Agile life cycle The text begins with a background section Chapters 1-9 containing material outside of the standard model structure but necessary to prepare students for the 10 standard model knowledge areas covered in the chapters that follow The text is rounded out by eight concluding chapters that explain advanced planning approaches models and projects external environments Recognizing that project management is an evolving field the textbook includes section written by industry experts who share their insight and expertise on cutting edge topics It prepares students for upcoming trends and changes in project management while providing an overview of the project management environment today In addition to guiding students through current models and standards Project Management Theory and Practice Third Edition prepares students for the future by stimulating their thinking beyond the accepted pragmatic view

IT Project+ Study Guide

William Heldman,Lona Cram,2006-07-14 Here's the book you need to prepare for the latest version of CompTIA's IT Project exam This Study Guide was developed to meet the exacting requirements of today's certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on IT project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You'll also find authoritative coverage of key exam topics including IT Project Initiation and Scope Definition IT Project Planning IT Project Execution Control and Coordination IT Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note On August 10 2004 CompTIA changed the name of the IT Project certification to Project in order to better reflect the title's application beyond IT professionals Neither the exam objectives nor the exam questions were changed The CAQC approved content found in this edition of the IT Project Study Guide therefore remains valid and suitable for candidates preparing for the Project certification Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Project+ Study Guide William Heldman,Lona Cram,2004-11-19 Here's the book you need to

prepare for the latest version of CompTIA's Project exam This Study Guide was developed to meet the exacting requirements of today's certification candidates In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You'll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file Introduction to Software Testing Paul Ammann, Jeff Offutt, 2017 This classroom tested new edition features expanded coverage of the basics and test automation frameworks with new exercises and examples

Project Management for Families Mohammad Zaripour, 2024-08-19 Project Management for Families Professional Strategies for Everyday Life is an insightful guide designed to help families manage their everyday projects with clarity and efficiency Whether you're organizing a family vacation overseeing a home renovation or coordinating a significant event this book provides practical strategies to make the process smooth and manageable Authored by Mohammad Zaripour an expert with extensive experience in project management and engineering this book simplifies complex project management concepts into easy to follow steps It covers essential aspects such as defining clear project goals creating effective schedules managing budgets and handling resources efficiently The book is enriched with real life examples interactive exercises and expert advice making it easier for you to apply these strategies directly to your family projects Each chapter offers detailed guidance helping you to organize plan and execute your projects with confidence The clear explanations and practical tools provided in this book are aimed at making your family projects more successful and less stressful Whether you are new to project management or seeking to refine your skills this guide offers valuable insights and actionable advice to ensure that your family projects are executed smoothly and efficiently

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