

# 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

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