

SOFTWARE PROJECT SCOPE TEMPLATE

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ORGANIZATION	
PROJECT NAME	
CLIENT	
VERSION NUMBER	
CLIENT POINT OF CONTACT	

ORGANIZATION CONTACT INFO		
NAME		
PHONE		
EMAIL		
MAILING ADDRESS		
DATE PREPARED		AUTHOR:
PROJECT MANAGER		
BEGIN DATE	END DATE	PROJECT DURATION

PROJECT TEAM		
NAME / TITLE	PHONE	EMAIL

PROJECT
INTRODUCTION <i>Description without Requirement Details</i>
BACKGROUND <i>What Led to the Necessity of This Project?</i>
RESOURCE REQUIREMENTS

FEE SUMMARY		
PHASE ONE	HOURS	TOTAL
PHASE TWO	HOURS	TOTAL
ESTIMATED DATA STORAGE		
PERSONNEL		
TRAINING		
IMPLEMENTATION COSTS		
FEE SCHEDULE		

SCOPE OF WORK | *What Does the Project Entail? What Are the Delivery Methods?*

PROJECT DELIVERABLES | *What Are the Deliverables of This Software Project? How Will You Measure Success?*

MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLE MATERIALS | *What Is the Final Product to Be Supplied to the Client?*

STAKEHOLDERS

SOFTWARE TEAMS AFFECTED

NON-SOFTWARE TEAMS AFFECTED

STEERING COMMITTEE

CUSTOMERS

POTENTIAL/OTHER

OPERATIONS & SUPPORT

COMMUNICATIONS PLAN

QUALITY MANAGEMENT PLAN

SOFTWARE PROJECT TRAINING PLAN

REGULATORY COMPLIANCE

TIMELINE | *Project Begin and End Dates, Approximate Delivery of Major Events*

DEFINITIONS | *Define Any Unique Language Used*

SERVICES | SERVICE COORDINATION

AGENCY RESPONSIBILITIES

CLIENT RESPONSIBILITIES

MUTUAL RESPONSIBILITIES

PROJECT RISKS	
ISSUE / RISK	MITIGATION / CONTINGENCY

CRITERIA FOR COMPLETION | *What Is Required to Occur for a Completed Project?*

BUSINESS TERMS / CONDITIONS

CONTRACT MODIFICATIONS

CONFIDENTIALITY

TERMINATION

COMMENTS & APPROVAL

COMMENTS

AUTHORIZATION

CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
PROVIDER DATE	

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