

Project Delivery at Clintel - The importance of Scope of the Project

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How important is scope in our Projects?

*High-level **scope** is defined in the **project** charter while low-level **scope** is defined in the business requirements document.*

*Deliverables: Defining your deliverables goes a long way to defining the overall **scope** of the **project**.*

*Boundaries: Boundary statements help to separate the stuff that is **in scope** and **out of scope**.*

*Activities that fall within the boundaries of the **scope** statement are considered "in **scope**" and are accounted for in the schedule. If an activity falls **outside** the boundaries, it is considered "**out of scope**" and is not planned for.*

Define the Product Requirements

*Before we determine what will be in the project's scope, you must be very clear about what are the product requirements otherwise known as product scope. In other words, what are the functions and features required for the website, and/or **bespoke software solution** being developed? Is there anything specifically that must be built into the design to follow a specific set of branding guidelines? The list goes on.*

Define the Process Requirements

Process requirements describe how people interact with a product and how a product interacts with other (often business) processes. When you discuss how data gets moved and how business transactions flow from one point to another, you are describing process requirements. For example, the requirements for billing transactions within a website, transactions link to invoicing and accounts, and at what point can staff view and alter the status of orders needs to be defined.

How to define the scope of a project

Involve the correct stakeholders

It goes without saying that for a project to be delivered successfully, the correct stakeholders from the start of commissioning the project must be involved very intimately at various stages of the project scope. When this doesn't happen, bad assumptions begin to be made (which are generally subjective) and stakeholder confusion can occur as the project progresses.

Identify the limitations

*Perhaps even more important than what is in-scope for a project is what is out-of-scope for a project. Often it is critical to document what will not be done, especially when it comes to **software development** otherwise people will expect things that are to be executed that were not budgeted for or included in the project timeline.*

Change Management

It is natural for parts of any large project to change along the way. While it is always best to avoid scope creep (a which one or more parts of a project ends up requiring more work), sometimes it is unavoidable due to the change in any business. In order to avoid disagreements and changes to a project's scope by all stakeholders, both client-side and agency-side, it is best to have strict change management processes in place. Once scope is defined, it must not change without the appropriate change management functions taking place, at which point appropriate action can be taken to address the shifting project requirements.

So there you have it! A simple guide to getting your project off to the right start by correctly defining your project. On a very basic, effective scope management requires good communication to ensure that everyone understands the goals of the project and agrees upon exactly how the project's goals will be met. Once you have this bedded down, you have a solid foundation to commence and hopefully successfully complete your project.
