Checklist: Scope Statement

☐ Project instigation and initial situation

☐ Definition of project goals: must-meet criteria, should- meet criteria, and non-goals

☐ Exact task definition (client's requirements)

☐ Definition Of target audience, usage environment, service life etc.

☐ Introduction Of contracting parties (stakeholders), including all the important persons by name in charge

☐ Definition Of frameworks (for example, specific organizational methods and standards, costs, time frame)

☐ Differentiation of product or solution from existing systems: what should the product/service not entail (because other products/services already do)?

☐ Description of intersections

☐ Required functionalities

☐ Performance (requirements Of respective functions)

☐ Quality requirements: which quality features on which quality level do you need to aim for?

☐ Evaluation of the project contract's feasibility

☐ Desired situation, behavior in case of malfunctions: which problematic events can occur, and how can you prevent them?

☐ Project schedule with most important milestones and project plan

☐ Organizational processes

☐ Documentation

☐ Manner Of Status updates (software, meetings, calls etc.)

☐ Trial run

- [ ] Approval