

# 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

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