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

Make and Share Free Checklists
checkli.com