

PROJECT SCOPE:

Scope of Project is a term that is most closely associated with the purpose, goals and objectives of the project. It must be thought of as the overall size of the project or a high level description of what the project will tackle. For example, you should write a clear statement that spells out what the Project's end product will be; i.e., research report of what, benchmark metrics in what form and of what, study in what form and of what, presentation analyzing of what, development of a plan for what, make recommendations of what, make a decision regarding what, implement what, run what... Examples of project scope might include such things as: develop a plan, develop/administer/analyze survey results, make recommendations, develop new business process schematic, develop and implement training programs on new business process, train all employees on business process...

Tasks Related to Scope refers to all of the broad elements of work that must be performed to accomplish the project. In a few short clear statements, outline the parameters of the work that will have to be performed to complete the scope of the project. The statements you develop will probably include some of the following words: build, choose, interview, analyse, categorize, classify, compare, contrast, discover, examine, simplify, survey, test, list, compile, construct, create, design, estimate, formulate, invent, originate, plan, purpose, solve, discuss, modify, change, improve, adapt, elaborate...