

Project Scope Document Template

Project Scope

PROJECT SCOPE					
Project Name*				Project#	
Key deliverables of this project*					
Functionality/features explicitly in scope*					
	M	S	C	W	
Functionality/features explicitly out of scope*					
	M	S	C	W	
MoSCoW Prioritisation, categorising functionality/features according to: <ul style="list-style-type: none"> • Must Have - the functionality that is absolutely essential to meeting the key business needs and realizing the proposed business value; without this functionality the entire Project would be pointless • Should Have - the functionality that is important to meeting the key business needs and realizing the highest business value, but which may be deferred to the next version/release • Could Have - the functionality that would add business value and would be useful to have, but which may be deferred to a later version/release • Won't Have - the functionality that adds limited business value and may be deferred indefinitely. 					

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Preferred/proposed IT solution	
Will this project result in a new service?	Yes/No
Will this project result in an existing service being decommissioned?	Yes/No
*fields on PM3 Project Details page	

PROJECT SCOPE DOCUMENT APPROVAL		
Name	Signature	Date
Project Requester		
Project Sponsor		
IT Contact		