State of Vermont

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Project Name Here

Scope Management Plan

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Prepared By: (Your Name)

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# Revision History

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| Version | Date | Author(s) | Revision Notes |
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#

# Purpose

This section contains a brief statement that defines the purpose of the plan such as “The Scope Management Plan describes how the project scope will be managed and how changes will be evaluated and integrated into the project.” (Remove this comment section from final document.)

# Expected Scope Stability

This section contains a brief statement to assess the expectations regarding scope stability, i.e. whether scope is expected to change significantly during the course of the project or is expected to remain as initially defined. This should be based upon the results of the scope planning and definition activities and reflect the analysis of the project team. If scope definition is ambiguous and clarification is not possible, the project risk analysis should reflect this concern, and it should be noted here. (Remove this comment section from final document.)

# Scope Change Review and Approval Process

This section describes the organization and process for evaluating and assessing proposed scope changes. It defines the authority for accepting and approving changes to scope, which should include the customer. The evaluation process should include an assessment of the impact of proposed scope changes on the project. Impacts to cost, schedule, risk and quality should be evaluated in order to provide a basis for accepting and approving a change.

Note: This change review and approval process should be contained within the Integrated Change Control Management Process. Please reference that process in this section.

(Remove this comment section from final document.)

# Roles and Responsibilities

You can describe who is responsible for establishing and managing project scope, who will have input into the scope definition, who can approve the scope, who can request changes to scope, who c an approve scope change requests, etc.

# Scope Definition

This section describes how you will establish the project scope. There is probably a detailed list of activities to be executed, but in this section you would summarize the high-level approach.

# Tools

Describe about any scope management or scope change management tool that will be used on this project, who will have access to the tool and what various people can do with the tool.

# Templates

It is common for there to be one or more templates in the scope definition and scope change process. The templates should be listed and described. Copies of the templates could be included at the end of the Scope Management Plan.

# Reports

Comment here on the types and names of reports you are using to define and manage the scope, who will receive them, the frequency, etc.

# Approvals

|  |  |  |  |
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| Role | Name and Title | Signature | Date |
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