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| **PM-02-PS02: Compile a project scope statement** |

Topic elements to be covered include:

1. Compile a project scope statement

**Resources:**

|  |  |
| --- | --- |
| **Knowledge** | **Information from Project Manager Curriculum** |
| National Curriculum Framework | 121905000-KM-02, Project Integration Management  KM-02-KT01: Project charters  KT0101 Project charter development concepts and flow of data |

Using the Project Charter provided, research the use and importance of the project scope statement also referred to as Scope of Work. Then use the following template to develop your project scope statement:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project** |  | | |
| **Created By** |  | **Date** |  |
| **Phone** |  | **Email** |  |
| **Mission** |  | | |
| **Objectives** |  | | |
| **Deliverables** |  | | |
| **Stakeholders** |  | | |
| **Roles and Responsibilities** |  | | |
| **High-Level Work Breakdown Structure** |  | | |
| **Assumptions** |  | | |
| **Communications** |  | | |
| **Risks** |  | | |
| **Documentation** |  | | |
| **Boundaries** |  | | |
| **Decision Making Process** |  | | |
| **Signatures** |  | | |

**Observation Checklist**

**Check that the following is accomplished:**

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| --- | --- | --- | --- |
| **Item** | | **Checked (Yes=5**  **No=0)** | **Comment: where did you find the evidence?** |
| IAC0201 All documented reports are accurate and compiled in the required format | |  |  |
| IAC0202 The scope statements are cohesive, balances all requirements and assures alignment to the project charter | |  |  |
| IAC0203 Governance criteria are practicable, cohesive and complete | |  |  |
| **Name of member** |  | | |
| **Signature** |  | | |
| **Date** |  | | |
| **Total** | | | **/15** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Facilitator signature** |  | **Date** |  |