



[Company]

[Company Address]

Tel: [Company Phone]

Fax: [Company Fax]

[Company E-mail]

May 16, 2015

[Ref. number]

Marc Arnecke, PMP

[Project Name]

[Sub-Project, phase, etc.]

Project Scope Management Plan

The project scope management plan is a component of the project management plan that describes how the scope will be defined, developed, monitored, controlled, and verified.



REVISIONS AND DISTRIBUTION

Revision	Release date	Distributed to*											
		Client	Consultant	JV Main office(s)	All project mgmt. dept.	Sub-contractors	Suppliers						
Rev. 0 (draft)	29/10/2013												

*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

Amendments

The Project Scope Management Plan from time to time may require updates. Any amendment to this plan shall be **informed to the change control board by use of the change request form and approved by the project change control board** prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system **(to be added upon initial approval)** will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating "page removed".

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.



[Project Name]

Project Scope Management Plan

PROJECT SPONSOR APPROVAL

Prepared by:	Reviewed by:	Approved by Proj. Sponsor:
Place, dd/mm/yyyy	Place, dd/mm/yyyy	Place, dd/mm/yyyy
Marc Arnecke, PMP Designation	Name Designation	Name Designation



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INTRODUCTION

Give a brief explanation how the scope will be defined, developed, monitored, controlled, and verified.

Other Project Plans

This Project Scope Management Plan forms part of the overall project management plan. Further project plans to be read in conjunction to this project quality management plan are:

- a) Project Management Plan,
- b) *(this Project Scope Management Plan),*
- c) Project Requirements Management Plan,
- d) Project Schedule Management Plan,
- e) Project Cost Management Plan,
- f) Project Quality Management Plan,
- g) Process Improvement Plan,
- h) Project Human Resource Management Plan,
- i) Project Communication Management Plan,
- j) Project Risk Management Plan,
- k) Project Procurement Management Plan,
- l) Project Stakeholder Management Plan,
- m) Project Financial Management Plan,
- n) Project Health and Safety Management Plan,
- o) Project Environmental Management Plan,
- p) Project Claim Management Plan.



[Project Name]

Project Scope Management Plan

SCOPE MANAGEMENT APPROACH

Scope Statement Development

Explain how the project scope statement will be developed

WBS Structure Development

Explain how you will develop the WBS structure and the WBS dictionary.

Scope Control

How are you planning to maintain the scope baseline and how will you manage scope changes?

Acceptance of Deliverables

Explain how each deliverable will be validated for client acceptance and sign-off.



PROJECT SCOPE STATEMENT

Product Scope Description

xxx

Deliverables

Deliverables are any unique and verifiable products, results, or capabilities to perform a service that is required to be produced to complete a process, phase, or project.

Scope Acceptance Criteria

A set of conditions that is required to be met before deliverables are accepted.

Scope Exclusions

xxx

Constraints

Constraints are limiting factors (with regards to the product scope).

Assumptions

Assumptions are factors (with regards to scope) that are considered to be true, real, or certain, without proof or demonstration.



WORK BREAKDOWN STRUCTURE (WBS) AND DICTIONARY

The WBS is a hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.

Taking into consideration the importance and the possible size of the WBS, it may be better attached to this scope management plan as a separate document.

The WBS can be prepared in different ways including commonly used project management software such as MS Project, Primavera or others.



[Project Name]

Project Scope Management Plan

ATTACHMENTS:

Attachment 1	
Attachment 2	