

**Scope:**

Scope is derived from the Italian word "scopo" which means aim. It is the first step towards project planning, which involves determining and documenting the list of goals, deliverables, tasks, costs and deadlines of the project. Here is the definition of the scope, project scope statement by Project Management Institute (PMI).

*"Scope is the sum of the products, services and results to be provided as a project. Project Scope is the work that must be performed to deliver a product service or result with the specified features and functions. - PMBOK®"*

**Project Scope Statement**

*"The narrative description of the project scope, including major deliverables, project objectives, project assumptions, project constraints, and a statement of work, that provides a documented basis for making future project decisions and for confirming or developing a common understanding of project scope among stakeholders. - PMBOK®"*

In project management the term Scope is defined in two ways, i.e. project scope and product scope. Project scope is work oriented which includes HOWS? While product scope is based on functional requirements of the project which includes WHATS? So the scope describes the functionality included in the project. Hence, Scope is what the project contains or delivers.

**Project Scope**

"The work that needs to be accomplished to deliver a product, service, or result with the specified features and functions."

**Product Scope**

"The features and functions that characterize a product, service, or result."

Project scope defines the work that must be completed to deliver a product with specified characteristics and features. While the project scope management is the process which ensures that the project includes all the required work to complete the project successfully.

**What should be included in scope?**

Defining scope is an essential part of any project. Scope is the term of the project management for the combined objectives, requirements and goals which are necessary to complete the project. Generally, scope depends on the type of the project. The scope may include the functional requirement of the project depending upon its type. When starting to plan the scope of the project, think about the big picture first. At this level, it is best to concentrate on major deliverables and don't get into the little details. A good Scope Statement includes the following information:

**Objective:** This is the success criteria of any project. There can be many objectives such as business, cost schedule, time, and quality.

**Justification:** A brief statement regarding the business needs addressed by project.

**Product scope description:** The characteristics of the products, services, and/or results which will be produced by the project. This is a progressive expansion of product characteristics.

**Acceptance criteria:** The conditions that must be met before project deliverables are accepted.

**Deliverables:** The objective of the project and products, services or results project will produce

**Project Exclusions:** Statements about what the project will not accomplish or produce.

**Constraints:** Restrictions that limit what you can achieve, how and when you can achieve it.

**Assumptions:** Statements about how you will address uncertain information as you conceive, plan, and perform your project.

A well-written Scope Statement is an important resource for helping to manage stakeholder expectations. However, the project scope statement represents project commitments based on what you know today and expect to be true in the future.

If and when situations change, you have to assess the effect of the changes on all aspects of your project and propose the necessary changes to your Scope Statement. Your project's requesters always have the option of either accepting your proposed changes (or allowing the project to continue) or canceling your project.

### How to write a scope?

Project scope statement is the written confirmation of that what the project will produce and under which constraints the project will be developed. A project scope statement should be clear and concise so that any one reading the scope should get the clear view of the project, i.e. what is the part of project and which things are not included in the project. As the project scope statement gives the overall view of the project i.e. *the more specific you can be, the better*. For example, if a project is about the products catalog then its scope statement should clearly mention the number of products featured in the catalog. Moreover, regarding timeline of the project completion, mentioning the proper time instead of estimated time is better. To write a good scope of the project, you have to identify following things first:

- Define needs
- Identify Project objectives
- Goals
- Sub-goals/ Phases
- Tasks
- Resources
- Schedule
- Budget

A good project scope should not include the following :

- Ambiguity
- Incomplete
- Transient

- Un-collaborative

A good project scope statement describes the boundaries of the project, i.e. defines the responsibility of each team member, set the track of that how project will be completed, verified and approved.

#### **Role of effective scope in project:**

Defining the scope is a neglected area in most projects. However, the foundation on which the schedule, budget and resource plans are built. Get it wrong, and everything else will be wrong. If the scope definition does not run to a few pages, it is probably too short.

Take the time to workshop the scope with users. Make sure there is a shared understanding. Force the business to think through the project. Use a number of techniques to cross check. Finally, unless you get the scope right, the project will never be under control and scope creep will likely cause the project to be considered a failure

If the project scope statement is defined properly, then the project manager will be more comfortable to estimate the cost and the time required to complete the project. However, it is the responsibility of the project manager to meet the deadlines of the project. This may be side tracked by scope creep, which occurs when the project gains additional features or requirements without extending the deadline.

#### **Scope of the Case Study:**

The car Match system is basically a franchising company, which is set up to promote car sharing scheme. The need of car sharing is developed due to the traffic jam in the city which produce considerable amount of pollution also. This includes the release of carbon dioxide into the atmosphere. The global objective of the car match system is to reduce the carbon dioxide in the atmosphere and also help to prevent global warming. Another objective of this scheme is to reduce the traffic on short-term without immediate investments in public transport infrastructure. Many peoples who work together find is difficult to know about the persons who work near them, often peoples don't know about the persons who work with them. Hence, this system promotes car sharing and to provide a service to potential car sharers by matching up people who both live and work near one another. The task of car match system at global level is to reduce the traffic in some countries. Depending on the country in which it is operating, CarMatch's central operation will offer its services to local government and large corporations, which have legal obligations to reduce traffic in some countries or states. It will also publicize its services to the general public. The resources used by car match system are franchises , insurance companies, and payment system. Moreover, this system expects to make its money from a combination of membership fees, consultancy income and the commission on insurance sales. A percentage of all income will be taken by the central operation, and the rest kept by the franchise.

**Recommended Link:**

[http://www.zeeopedia.com/read.php?project\\_scope\\_management\\_why\\_is\\_scope\\_important?scope\\_management\\_plan\\_project\\_management&b=56&c=26](http://www.zeeopedia.com/read.php?project_scope_management_why_is_scope_important?scope_management_plan_project_management&b=56&c=26)

**Reference Links:**

[http://www.cio.com.au/article/401353/how\\_define\\_scope\\_project/](http://www.cio.com.au/article/401353/how_define_scope_project/).

Defining the Scope of a Project “Neville Turbit” <http://www.projectperfect.com.au/>

<http://www.slideshare.net/VinhNguyen52/project-management-for-dummies-portny-stanley-e>