**Project Scope**

**(Project Name)**

Student Name

Walden University

Date

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# Project Outcome

(Copy from Project Charter.)

# Requirements Traceability Matrix

(Copy requirements from Project Charter.)

The requirements of a project are the conditions or capabilities that the deliverables of a project must meet in order to satisfy the project objectives. The requirements traceability matrix explicitly shows the connections between the requirements, the project objectives, and the deliverables.

* List each requirement for the project, the project objective that each requirement addresses, and the deliverable that satisfies each requirement.

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| **Requirement** | **Project Objective** | **Deliverable** |
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# Project Scope Statement

Project scope defines all of the work that must be done to deliver the expected outcome or product of the project. The project scope statement describes precisely what is and what is not included in the project. The scope of the project is derived from project requirements and is used as input to create the work breakdown structure.

Compose a project scope statement:

* Describe, in detail, the characteristics of the product, service, or outcome that the project will produce. (3–4 paragraphs)
* Describe the incremental deliverables that must be produced to create the final product, service, or outcome of the project. (3–4 paragraphs)

**Example:** For a house construction project, the concrete masons must deliver the foundation before the carpenters can begin framing the house. Excavating the ground and pouring the concrete are tasks that must be performed to produce the foundation which is the deliverable.

* Describe the exclusions from the scope of the project. (1–2 paragraphs)

# Work Breakdown Structure

The work breakdown structure (WBS) is used in project management to depict the scope of a project. In addition, the WBS is the primary source of information for the development of the project schedule and network diagram, for the determination of project resources, and is an important element of performance measurement.

**For the purposes of this assignment**, the highest level of the WBS represents the product, service, or outcome of the project. The second level of the WBS represents the incremental deliverables that must be produced to create the final product, service, or outcome of the project. The third level of the WBS represents the activities/tasks (called work packages) that must be performed to produce the incremental deliverables.

**Note:** Depending on the nature of your project, you may need or want to add levels. Just remember that only the lowest level represents activities/tasks (work packages). All other levels represent deliverables.

* Produce a work breakdown structure (WBS) decomposed to at least three levels for the project. The WBS must include at least three sub-deliverables and two activities/tasks for each sub-deliverable.

# Work Breakdown Structure Dictionary

* Complete this table for each work package in the WBS.

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Title**: | | | |
| **WBS Work Package ID**:  **WBS Work Package Task Name:** | | | |
| **Description of Work**:  **Deliverable**: | | | |
| **Activities (Verb Noun Format)** | **Labor Resources**  **(Name or Type)** | **Other Resources (Such as Equipment)** | **Expected Duration** |
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| **Total Duration:**  **Acceptance Criteria**: | | | |