# Scope Management Plan: [Your Project Name Here]

***(Note: the text in RED is designed to help you write your Scope Management Plan.***

***Please remove all red text before submitting your assignment.)***

The Scope Management Plan (SMP) is created during the project’s Planning/Definition Process Phase and is considered a component of the Project Management Plan (PMP.) The purpose of the Scope Management Plan is to document the defined scope management approach and processes, as well as the roles and responsibilities for Stakeholders participating in those processes.

The Scope Management Plan serves as a written reference guide. It describes how the project team will define and develop the project scope, create the Work Breakdown Structure (WBS), validate the scope, verify completion of project deliverables, control the scope baseline, and handle scope changes.

1. **Introduction**

*Briefly introduce your project and this document. Describe the purpose of the Scope Management Plan and how scope will be managed throughout the project. Information contained in this section should be tailored to fit a particular project’s needs.*

1. **Approach to Scope Management Processes**

*Describe the activities, processes, and procedures used to manage the scope of the project in the following sections:*

**2.1 Scope Definition.** *Describe the approach to collecting requirements and developing the project scope statement.*

**2.2 WBS Creation.**

**2.2.1** *Describe how the project scope is to be sub-divided into smaller deliverables in a Work Breakdown Structure (WBS) and WBS Dictionary.*

**2.2.2** *Identify a summary-level WBS for this project that includes at least 3 levels (use the table in this section as a guide.) In particular, how should the second level of the WBS be organized: by major deliverable? By phase? By project lifecycle phase? You can organize your WBS level 2 however is appropriate for this project. (A reminder: this is a summary-level WBS. You will be developing a detailed WBS later in class.)*

| WBS Level 1: Overall Project Level | WBS Level 2Major Deliverable / Phase / Other Construct | WBS Level 3Sub-Deliverable / Phase / Other |
| --- | --- | --- |
| *1.0 Project Name* | *1.1 Major deliverable/phase #1* | *1.1.1 First sub-deliverable associated with major deliverable/phase #1**1.1.2 Second sub-deliverable associated with major deliverable/phase #1* |
| *1.2 Major deliverable phase #2* | *1.2.1 First sub-deliverable associated with major deliverable/phase #2**1.2.2 Second sub-deliverable associated with major deliverable/phase #2* |
|  | *(add more lines as appropriate for your project)* |  |
|  |  |  |

**2.3 Deliverable Validation and Acceptance.** *Describe how deliverables will be validated against the original scope and how deliverables will be formally accepted by the project sponsor and customer.*

**2.4 Scope Control.** *Describe the change process for making changes to the project scope to prevent scope creep.*

1. **Roles and Responsibilities**

*Describe the Roles and Responsibilities of those involved in the Scope Management process. For example, who will be responsible for collecting and writing requirements? Researching and writing the project scope statement? Who will research and build the WBS? Whose help is required to generate each of these deliverables? Who will determine how scope is validated and who will be involved in the scope control process (writing, reviewing, and approving change requests?)*

*You may find it helpful to review each of the scope management processes as outlined within the PMBOK Guide in order to identify stakeholders who should be involved in this project’s scope management.*

*The following table is provided as an example and can be extended to meet a project’s specific needs.*

| Name | Role | Responsibility |
| --- | --- | --- |
| [Name] |  |  |
| [Name] |  |  |
| [Name] |  |  |
| [Name] |  |  |