

# Checklist: Scope Statement

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- Project instigation and initial situation
- Definition of project goals: must-meet criteria, should- meet criteria, and non-goals
- Exact task definition (client's requirements)
- Definition Of target audience, usage environment, service life etc.
- Introduction Of contracting parties (stakeholders), including all the important persons by name in charge
- Definition Of frameworks (for example, specific organizational methods and standards, costs, time frame)
- Differentiation of product or solution from existing systems: what should the product/service not entail (because other products/services already do)?
- Description of intersections
- Required functionalities
- Performance (requirements Of respective functions)
- Quality requirements: which quality features on which quality level do you need to aim for?
- Evaluation of the project contract's feasibility
- Desired situation, behavior in case of malfunctions: which problematic events can occur, and how can you prevent them?
- Project schedule with most important milestones and project plan
- Organizational processes
- Documentation
- Manner Of Status updates (software, meetings, calls etc.)
- Trial run
- Approval