

# Scope management plan

## Project name

Project number Project manager name

Date

Version Number Status



## Table of contents

#### 1. Introduction

- 1.1 Purpose
- 1.2 Scope
- 1.3 Definitions, acronyms and abbreviations
- 1.4 References
- 1.5 Overview
- 2. Scope summary

#### 3. Scope planning

- 3.1 Scope initiation
- 3.2 Scope planning
- 3.3 Scope definition
- 3.4 Scope verification
- 4. Scope change control
- 5. Organization and responsibilities
- 6. Budget
- 7. Tools and techniques
- 8. Scope stability assessment



3

3 3

3

3

3

4

5

5

5

5

5

6

7

8

9

10

outopreviler

Page 2 of 11 Ref: PJ0008 Document ID: Scope Management Plan Project ID: <Project Name>

# 1. Introduction

<text here>

### 1.1 Purpose

Mandatory. Specify the purpose of this Scope Management Plan. <text here>

### 1.2 Scope

#### Mandatory.

Describe the scope of the Scope Management Plan, associated projects and other influences and affects <text here>

## 1.3 Definitions, acronyms and abbreviations

Optional.

List definitions, acronyms and abbreviations required to interpret this Quality Management Plan. An alternative is to reference the Project Glossary.

Term	Description	

### 1.4 References

Optional.

List the documents referenced in this Scope Management Plan.

1.5 Overview

Mandatory. Discuss the Scope Management Plan contents and how the document is organized. <text here>



Page 3 of 11 Ref: PJ0008