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| Project/Tranche/Programme name |  | | |
| Date: |  | | |
| Author: |  | | |
| Document reference: |  | Version: |  |

## Revision History

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| Date | Summary of changes | Version |
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**Approvals**

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| Name | Version | Date | Approval context | Signature |
|  |  |  | *This document, along with other management plans should be approved in the definition process.* | *The signature of the person giving approval, usually the sponsor. If approval is not being given by the sponsor, the approval context should explain why.* |
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**Distribution**

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## Policy

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| Introduction | The introduction will describe the background to the work and make it clear how the governance of scope is documented. If aspects of scope management are taken out of this document and expanded into their own management plans, they should be listed here. |
| Roles and responsibilities | At its simplest, one person (maybe the project manager) will be able to perform the managerial and technical aspects of scope. At its most complex, scope will need specialists in different functions (e.g. requirements management or configuration management) or specialists in different technical disciplines (e.g. architects, electrical engineers, aeronautical engineers etc.).  This section may contain the detail of roles and responsibilities or it may just contain an overview with more detail in each of the relevant ‘procedure’ sections of the plan. |
| Information management | The composition and format of scope documents may be defined here. Alternatively, this section may contain an overview of scope documentation with more detail in each of the relevant ‘procedure’ sections of the plan. |
| Assurance | The composition and format of scope documents may be defined here. Alternatively, this section may contain an overview of scope documentation with more detail in each of the relevant ‘procedure’ sections of the plan |
| Budget | The cost of scope management is to a large extent the cost of the project or programme. This section should not attempt to deal with the entire budget but concentrate on certain specialist areas. For example, there may be a specific budget for feasibility studies or scope changes. |
| Interfaces | This section is particularly important if the scope management plan is an umbrella document for more detailed management plans such as a benefits management plan or a configuration management plan.  It should also provide cross-references to other functions to highlight areas of scope that have higher levels of risk or particularly influential stakeholders. If necessary, detailed criteria can be included in the ‘procedure’ sections of the plan. |

## Procedure

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| Requirements management | The extent of requirements management must be consistent with the complexity of the scope of work and stakeholder involvement. |
| Solutions development | The solutions development procedure and techniques will be defined in accordance with the complexity of the outputs required. |
| Benefits management | It is likely that a scope management plan will only contain a section on benefits if the number of outputs and benefits is small. Otherwise a full benefits management plan will be used |
| Change control | Changes to scope can be a major influence on the success of projects and programmes. This section must define clear procedures including levels of authority, change budgets and assessment techniques. It should also describe how associated communications should be handled |
| Configuration management | By definition, the more complex the scope of a project or programme, the more inter-relationships there are between outputs, outcomes, benefits and their component products. Configuration management may also cover management documentation. |