|  |  |  |  |
| --- | --- | --- | --- |
| **Project Name:** | **Project Number:** | **Prepared by: (Project Manager)** | **Date:** |
|  |  |  |  |
| **Customer:** | **Business Unit:** | **Contact Name:** | **Project Type:** |
|  |  |  | [ ] Mini [x]  Standard [ ]  Complex |

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| --- | --- |
| Introduction | This document describes how the project scope will be managed and controlled by the project management team. It is contained in or is a subsidiary plan of the project management plan. |

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| IDENTIFYING SCOPE CHANGES | * Anyone can identify a potential change to project scope.
* Potential changes will be reviewed and classified by the project team and entered into the change log.
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| SCOPE STABILITY | * There will likely be more changes in the early stages of the project. There will be a <*weekly, biweekly, monthly, as required, etc.>* scope review to assess any requested changes.
* The primary constraint on this project is *<time, cost, or quality>*. Therefore, these stakeholders <*list here>* must approve any scope changes that impact the primary constraint.
 |
| SUBMITTING SCOPE CHANGES | Changes to scope can be submitted via:[ ]  Change Request Form[ ]  Email[ ]  Verbal RequestChanges can be requested by stakeholders, including project sponsors, project team members, and end-users. The project team will analyze the impact of the change based on impact to time, budget, quality, and to overall benefits. |
| APPROVING SCOPE CHANGES | * Project sponsor must approve any changes that impact cost or time.
* Project manager will assess and can approve any changes that do not impact cost or time.

No further project change requests will be accepted after *<date>.* |
| INTEGRATING SCOPE CHANGES | * Key team members will conduct an analysis of potential changes to provide information on impact to cost, resource needs, and benefits.
* When changes are approved, the project manager will incorporate them into the work breakdown structure (WBS) and identify other project documentation to be updated: scope plan, project schedule, requirement and design documents, and/or quality assurance documents.
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***By approving the Scope Management Plan you are in agreement with the plan as described herein.***

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| **STAKEHOLDER** | **NAME** | **SIGNATURE** | **DATE** |
| **PROJECT SPONSOR**      |       |  |       |
| **EXECUTIVE SPONSOR** |       |  |       |
| **PROJECT MANAGER** |       |  |       |
| **LITS DIRECTOR** |       |  |       |
| **TECHNICAL LEAD** |       |  |       |