

Planning Toolkit – Scope Definition Checklist

Project:	Project Manager:
Date:	Page: 1 of 1

Scope definition

How has the scope been defined in this project?

Is there a clear set of level 1 CSFs linked to an agreed project vision?

Is there a complete list of project activities, interim and final deliverables?

Do all activities and deliverables have a clear value for this project?

Deliverable management

Are the boundaries between packages of work (activities/deliverables) clear?

Is it clear how the quality, quantity and functionality of activities or deliverables is to be managed?

Is it clear how the activities or deliverables link to the project roadmap?

Scope risks

Are there any quality risks?

Are there any quantity risks?

Are there any functionality risks?

Summary

Summarize the status of the project scope definition

Is the scope suitably defined for the start of project control planning?

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