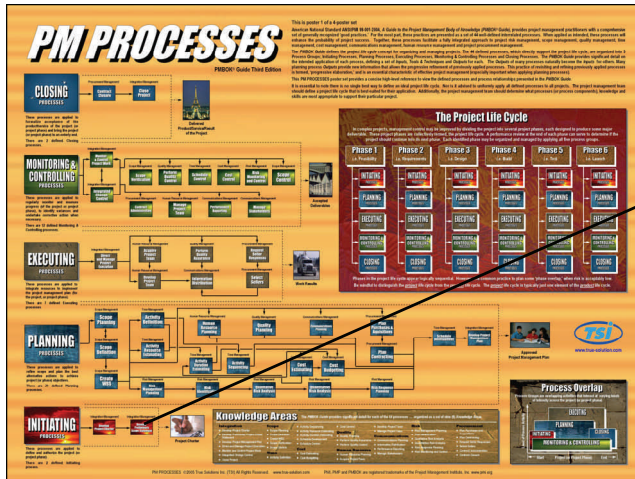




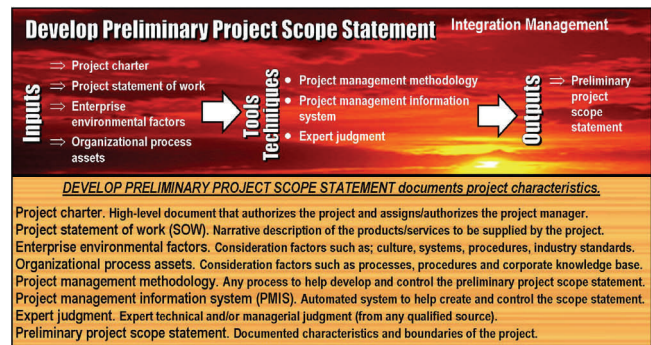
## Applying the Develop Preliminary Project Scope Statement Process

The Develop Preliminary Project Scope Statement process is intended to address and document the characteristics and boundaries of the project ... in a preliminary, high-level fashion.

The preliminary project scope statement is developed from information provided in the project charter and by the person or group responsible for initiating the project. Later in the project life cycle (early in planning), the project manager and team will further refine the *preliminary project scope statement* to become the detailed *project scope statement*.



Applying the Develop Preliminary Project Scope Statement process, as intended, provides adequate information to move the project along, from initiation into planning.



## Develop Preliminary Project Scope Statement Must Know Concepts

1. "The Develop Preliminary Project Scope Statement process is intended to address and document the characteristics and boundaries of the project ... in a preliminary, high-level fashion."
2. "The primary deliverable (*Output*) of the Develop Preliminary Project Scope Statement process is the preliminary project scope statement."
3. "The preliminary project scope statement is a high-level document that communicates preliminary project characteristics, providing sufficient detail to move the project from initiation to planning."
4. "The preliminary project scope statement is developed from information provided in the project charter and by the person or group responsible for initiating the project."
5. "Later in the project life cycle (early in planning), the project manager and team will further refine the preliminary project scope statement to become the project scope statement."
6. "The preliminary project scope statement should be relatively brief (broad, not deep), perhaps one- to five-pages in length."
7. "Constraints are factors that will limit the project team's options (such as predetermined budgets, schedules, resources, etc.) and should be initially identified in the preliminary project scope statement."
8. "Assumptions are factors that are deemed to be certain. They are important to help the project team get past unknowns. For example, if the project involves an outdoor event, the project team may assume the weather will be fine, and plan around that assumption. Of course, all assumptions include some degree of risk and they should be validated and elaborated upon as planning progresses. Initial assumptions should be identified in the preliminary project scope statement."
9. "Enterprise environmental factors are factors that surround and influence the project, such as company culture, company infrastructure, standards, etc. These factors must be considered in developing the preliminary project scope statement."
10. "Organizational process assets are assets that may be drawn from to influence project success, such as company templates, company procedures, historical data, lessons learned, published guidelines, etc. These assets must be considered in developing the preliminary project scope statement."

