## Project Scope and Business Objective Worksheet

1. General Information

*Provide basic information about the project including:*

*Proponent Secretary – The Secretary to whom the proponent agency is assigned or the Secretary that is sponsoring an enterprise project.*

*Proponent Agency – The agency that will be responsible for the management of the project.*

*Project Manager – The person(s) preparing this document.*

*Planned Completion Date – Date the project is expected to be complete.*

*Investment Approval Status – The current phase the project is in.*

*Item Classification Governance – The category of project based on the Risk and Complexity Assessments.*

1. Project Deliverables
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*Analyze the project scope and objectives outlined in the Project Proposal and Charter to understand the Project Deliverables. Answer these questions:*

 ***What are the Project Deliverables?*** *List high level deliverables that the project will provide.*

***Where, when, and to whom are the Deliverables provided?*** *From your stakeholder list, define the who and where the deliverables will be provided to.*

1. Technology, Who and Where

*Analyze the project description and scope to understand the solution and approach to the project. Answer the following questions:*

Technology Solution Proposed: Provide a high level definition of the technology solution that will be implemented.

Who will perform the work? Define the team that will execute the work (ex. Contractors with roles, agency personnel and roles)

When and where is the project executed? Define the locations that work will be completed.

Last update: July 6, 2020 Environment Overview Appendix Id: Service Management Manual (VAR)

1. Business Objectives

*Using the objectives outlined in the Charter, list the objectives and any additional detail as necessary to clarify what results the project is intended to attain.*

Critical Issues: Use the “+” to add critical issues

Business Objectives: List the Business Objectives for the project