

## Project Scope Document

**Project Name:**

**Date:**

Organization: \_\_\_\_\_

Business Unit/Program Area: \_\_\_\_\_

Who is proposing the project within the Organization: \_\_\_\_\_

Who is giving the "green light" within the Organization to proceed further with the project planning: \_\_\_\_\_

Who will eventually prepare the detailed project plan: \_\_\_\_\_

Who will eventually approve the project plan (within the Organization): \_\_\_\_\_

Who else (outside the Organization) need to approve the Project Plan: \_\_\_\_\_

## Project Justification

- Provide a general and detailed presentation and analysis of the problems and the opportunities and why the achievement of the project objectives will contribute to the solution of these problems.
  - To what problem/need is this project addressing? (the general context)
  - What are the problems to be resolved and the needs to be met? (The specific context)
  - What is the proposed solution? (i.e. the specific objective of the project):
- Provide a detailed description of the beneficiaries and target groups (social category, age group, gender, etc.) and estimated number.
- Demonstrate the relevance of the choice of the target group(s) in view the role they will play in relation to the problem(s) addressed.

## Project Outcomes

- What are the expected outcomes of the project? (*including behavioural changes of the target groups*)
- Demonstrate why and how the expected outcomes of the project are indicators of a contribution to the achievement of the specific objectives
- Demonstrate the relevance of the expected outcomes choice of the target group(s) in view the role they will play in relation to the problem(s) addressed.
- Are this project overall objectives consistent with the one or more specific objectives of the Organization's programmes and strategies?
- What will be the impact on the Organization?
- What will be the impact on the Organization's Partners?

## **Project deliverables**

- What will the project deliver to the project beneficiaries? (services, products)'
- Demonstrate the relevance of the choice of the deliverables to the need of the target group(s) in view the role they will play in relation to the problem(s) addressed'
- Demonstrate the relevance of the choice of the deliverables as these will lead to the e target group(s) in view the role they will play in relation to the problem(s) addressed'
- Who are the other stakeholders? How their interests will be affected by the project results, outcome and impact?

## **Methodology**

- Who are the actors involved (project team + partners + beneficiaries and other stakeholders expected to contribute to the actions) ?
- Are there implementing partner? What is the length of your relationship with them and how will they be involved in the project?

## **Sustainability**

- How will the project achieve sustainability?
- Will it have multiplier effects?

## **Expertise and operational capacity:**

- How your team will be composed of?
- What is the experience of your team in project management?
- What is your experience (and the experience of your partner(s)) of the issues to be addressed?

**Where the funds will come from:**

- From within the Organization:
- From Other Sponsors:
- From the beneficiaries:
- From other expected incomes (specify):

Revised by:

On the : (date)

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Approved by \_\_\_\_\_

On the : (date)

Comments:



do not include here in the [Project scope document](#) the project activities (you will do after receiving the green light for [Project scope document](#) when detailing the [project plan](#) in the [detailed planning](#) phase.

(See [project planning phases](#))