## 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
	1. ***Project Deliverables***

*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?***

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***Where, when, and to whom are the Deliverables provided?***

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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

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Who will perform the work?

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When and where is the project executed?

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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

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Business Objectives

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| ***Business Objective Number*** | ***Description*** |
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