

Scoping the project

Stage 1 - Starting the Project

Justification	How and why the project came about. What business needs does it meet? How will the project fit in with the other things the business does? What questions exist? Are there any obvious cost or time issues? Is the project viable? Should it go ahead?
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Stage 2 – Organising and planning

Client requirements	What features and functions does the client need the system to include? What, precisely, should the system do?
Objectives	Turn the requirements into specific objectives. These need to be measurable.
Stakeholders	Who is a stakeholder? What do they do? How will they interact with the system? Include anyone who will be impacted such as customers and suppliers
Timescale	What is the timescale for the completion of the project?
Costs	Any financial costs or budgets which must be kept to (these may be implied)
Constraints	What are the limits to what can be done to meet the client's requirements?
Assumptions	Any assumptions that are being made need to be clearly stated. Because you are not able to interact with an actual client there may be a number of assumptions that you have to make at this stage.
Roles and responsibilities	Who will do what? You need to be clear about who was given what role and why. Roles should suit individual strengths.