

# Scope Management Plan Template

*[Excerpt]*

## ASSESSOR GUIDE

<p><b>Project title</b> [3-5 words]</p>	<p>For example: Office consolidation project</p>
<p><b>Project Scope Statement</b> [50-80 words]</p>	<p>The Office Consolidation Project aims to consolidate five existing office spaces into two new, strategically located office spaces. The project will involve the selection of new office locations (if financially favourable), design and renovation of these spaces, and the relocation of all staff and equipment. The primary goal is to enhance operational efficiency and reduce overall office-related costs. The project will exclude any changes to office furniture or IT infrastructure not directly related to the relocation.</p>
<p>Two [2] SMART Objectives [40-60 words each]</p>	<p><b>Objective 1: Cost Reduction</b></p> <ul style="list-style-type: none"> <li>• <b>Specific:</b> Reduce total office-related expenses by consolidating five offices into two new locations.</li> <li>• <b>Measurable:</b> Achieve a 25% reduction in total office costs.</li> <li>• <b>Achievable:</b> Utilise cost analysis and efficient design to ensure significant savings.</li> <li>• <b>Relevant:</b> Aligns with the company's financial strategy to cut operational costs.</li> <li>• <b>Time-Bound:</b> Achieve this reduction within 6 months after the consolidation.</li> </ul> <p><b>Objective 2: Improved Operational Efficiency</b></p> <ul style="list-style-type: none"> <li>• <b>Specific:</b> Enhance operational efficiency through the consolidation of office spaces.</li> <li>• <b>Measurable:</b> Increase employee productivity by 15% based on performance metrics and feedback.</li> <li>• <b>Achievable:</b> Implement efficient workspace designs and streamlined processes.</li> <li>• <b>Relevant:</b> Supports the company's goal of improving workflow and collaboration.</li> <li>• <b>Time-Bound:</b> Measure productivity improvement 3 months post-relocation.</li> </ul>

<p>Two [2] deliverables (5-10 words each)</p>	<p>1. Create a project plan by a certain due date</p> <p>2. Create an investment allocation report by a set due date detailing how the financial resources freed up from cost savings have been reallocated to strategic growth areas and client service enhancements.</p>
<p><b>WBS of project deliverables and tasks with a proposed timeline</b></p>	
<p><b>Phase 1</b></p>	<p>Project planning and approval (Month 1):</p> <p>For example:</p> <p>Define project scope and objectives (Week 1)</p> <p>Develop project plan and schedule (Weeks 2-3)</p>
<p><b>Phase 2</b></p>	<p>Lease Evaluation and Negotiations (Month 2-3):</p> <p>For example:</p> <p>Identify potential office locations (Weeks 3-4)</p> <p>Evaluate and select office spaces (Week 5-8)</p> <p>Finalise leasing agreements (Week 8-10)</p>
<p><b>Phase 3</b></p>	<p>Consolidation Execution (Month 4-6):</p> <p>For example:</p> <p>Design new office layouts (Weeks 10-13)</p> <p>Procure contractors and materials (Week 14)</p> <p>Begin renovation work (Weeks 15-19)</p> <p>Complete renovation (Week 20)</p> <p>Plan relocation logistics (Week 21)</p> <p>Execute the move (Weeks 22-24)</p> <p>Set up and test new office spaces (Week 25)</p>
<p><b>Phase 4</b></p>	<p>Post-Consolidation Review and Adjustments (Month 7):</p> <p>For example:</p> <p>Final inspections and adjustments (Week 26)</p> <p>Conduct post-move evaluation (Week 27)</p> <p>Document lessons learned and close project (Week 28)</p>

**Scope validation process (50-80 words)**

*Explain how you are going to ensure that deliverables meet the scope requirements and are accepted by stakeholders.*

To ensure deliverables meet scope requirements and gain stakeholder acceptance, we will conduct regular reviews against the scope baseline, perform inspections and testing to verify quality, and actively involve stakeholders in key validation points. Formal signoffs will be obtained after each major milestone, ensuring alignment with expectations. Additionally, we'll gather stakeholder feedback throughout the process to address any concerns promptly, ensuring final deliverables fully meet the agreed-upon requirements.

**Scope control procedure (50-80 words)**

*Explain how scope changes will be requested, evaluated, and approved.*

Scope changes will be requested through a formal Change Request Form detailing the proposed modification and justification. Each request will be evaluated by the Change Control Board, assessing impacts on timeline, budget, and quality. Upon thorough review, the board will approve or reject the change, and decisions will be documented and communicated promptly to all relevant stakeholders and project teams.

**Additional Comments**

End of Scope Management Plan Template