

Vision & Scope Document

All projects are undertaken with a business purpose in mind. It is a good idea to put down the business requirements in a concise document before moving ahead with the project.

The document that covers the business requirement is called the “Vision and Scope Document”. The document covers the vision of the project, which is in the long run what the project will accomplish. The scope part of the document will clearly spell out what would be taken up.

We encourage you to use the template created by Mr. Karl E Wieggers, a specialist in requirements engineering and software process improvement. The template can be found on http://www.processimpact.com/process_assets/vision_and_scope.doc This document gives a brief description about using this template.

Please do check

http://www.processimpact.com/process_assets/sample_requirements_documents.zip also. This has a collection of documents created for a hypothetical project. Please unzip this file and refer COS_vision_and_scope.doc to see a good example of vision and scope document.

There are four sections to this document and each one of them is important. Even if you can manage couple of sentences, it is better than having nothing at all.

Benefits of creating vision and scope document.

1. Earning credibility

The customer can see that you are adding value by capturing his requirements. He can also see a tangible product at the end of the requirement capture exercise.

2. Ensuring project success

It is essential for all parties concerned that the project is completed successfully. Preparing vision and scope document has significant contribution in ensuring success of a project

3. Ensuring project viability

Many times projects fail because the client was not clear in his mind about the project. Putting down the requirement from the business perspective would force the client to think about why he is doing the project. Helping client to realize this would work in your favor as a solution partner.