

S.C.O.P.E.

FRAMEWORK

S

Specify Requirements

This step involves clearly defining and documenting the project requirements. It's crucial to understand what the stakeholders expect from the project to set a solid foundation for the work ahead.



C

Clarify Objectives

This involves setting clear, measurable objectives that align with the project's overall goals. Objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).



O

Outline Boundaries

This step is about defining what is included in the project scope and, importantly, what is not. This helps in managing expectations and preventing scope creep.



P

Plan for Changes

Even with a well-defined scope, changes can and often do occur. Planning for changes involves setting up processes to handle change requests, including how they are assessed, approved, and implemented.



E

Evaluate Progress

Regularly review and assess the progress of the project against the defined scope. This helps in ensuring that the project stays on track and any deviations are addressed promptly.



O P E N Process Framework

Patrick Vollmar

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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