

# CHECKLIST SCOPE ANALYSIS

LEAD QUESTION	CHECK QUESTION	CONTROL OUTCOME
What are the major scope elements?	Do the elements act as clear parts of the overall scope?	Do the elements form logical parts of the scope?
Do any process conditions need to be stated?	Do they show any other elements to be included?	Do these new elements add or clarify the scope?
Do any environmental conditions need to be stated?	Do they show any other elements to be included?	Do these new elements add or clarify the scope?
Have the deliverables been clearly stated?	Are they stated as SMART objectives?	Review as SMART objectives.
What are critical parameters to achieve the deliverables?	Is the full information for these parameters available?	Do these parameters add to or clarify parts of the scope?
Are these parameters stated as work or services actions?	Are they stated in measurable or quantitative terms?	Do these actions add to or clarify the scope?
Are the scope elements set out as logical steps?	Do the steps need a review or re-sequencing?	Do these steps define clearer parts of the system?
Have the needed step times been set down?	Do these serve to clarify the scope extent?	Re-formulate sections of the scope that need attention.
How have the boundaries been decided?	Do these serve to clarify the scope extent?	Re-formulate sections of the scope that need attention.
Have the boundaries been detailed?	Do these serve to clarify the scope extent?	Re-formulate sections of the scope that need attention.
Have legal regulations or legal issues been stated?	Do these serve an important role? If not consider review.	Do these add to, or clarify, the scope?
Have all relevant constraints been stated?	Do these add meaningful detail to the scope?	Do these add to, or clarify, the scope?
Have all applicable standards been stated?	Do the scope details show other standards are needed?	Do these standards add to the scope definition and clarity?
Do you feel the full scope has been adequately covered?	If no, consider again all details discussed above.	Re-formulate sections of the scope that need attention.
Check again – are some elements now superfluous?	Are there elements that cause confusion of the scope?	Remove the elements if they lead to scope confusion.

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