

NHS Education for Scotland

Project Scope Document

Project Title	
Project Leader	
Details of Project	
Project Aim and Purpose	
<p><i>Detail the overall aim and purpose of the project. This should be a short statement that captures exactly what the project has to accomplish, (e.g. implement a new performance management system to be used throughout the organisation).</i></p>	
Project Objectives	
<p><i>Detail what will be delivered as a result of the project, (e.g. a software system to record performance information and produce metrics; a training package to upskill all managers to use the new system).</i></p>	
Out of Scope	
<p><i>Detail what will not be delivered as a part of the project (e.g. access for front-line staff; functionality to complete performance review forms online).</i></p>	
Benefits Identification	
<p><i>Detail the benefits that this project will bring to the organisation and the wider NHS (e.g. a consistent approach to performance management throughout the organisation; time saved on producing performance information).</i></p>	
Research of Previous/Existing Projects	
<p><i>Detail the research undertaken to review previous/existing projects? Is there any existing documentation you could learn from or adapt? Are there any outputs from that project that you could re-use?</i></p>	
Equality & Diversity	
<p><i>Which groups of the NHS is this project targeted? Which groups of the population will ultimately benefit from this project?</i></p>	

Example Of Scope Document

Don Meyer,Casey Cannon

Example Of Scope Document:

Microsoft Office Excel 2007 for Project Managers Kim Heldman,William Heldman,2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately **Improving Your Project Management Skills** Larry Leon Richman,2012 Based on the hugely popular American Management Association seminar of the same name this ultrapractical reference offers powerful and repeatable project initiatives that improve processes streamline productivity and cut costs dramatically

Handbook of Industrial Engineering Gavriel Salvendy,2001-05-25 Unrivaled coverage of a broad spectrum of industrial engineering concepts and applications The Handbook of Industrial Engineering Third Edition contains a vast array of timely and useful methodologies for achieving increased productivity quality and competitiveness and improving the quality of working life in manufacturing and service industries This astoundingly comprehensive resource also provides a cohesive structure to the discipline of industrial engineering with four major classifications technology performance improvement management management planning and design control and decision making methods Completely updated and expanded to reflect nearly a decade of important developments in the field this Third Edition features a wealth of new information on project management supply chain management and logistics and systems related to service industries Other important features of this essential reference include More than 1 000 helpful tables graphs figures and formulas Step by step descriptions of hundreds of problem solving methodologies Hundreds of clear easy to follow application examples Contributions from 176 accomplished international professionals with diverse training and affiliations More than 4 000 citations for further reading The Handbook of Industrial Engineering Third Edition is an immensely useful one stop resource for industrial engineers and technical support personnel in corporations of any size continuous process and discrete part manufacturing industries and all types of service industries from healthcare to hospitality from retailing to finance Of related interest HANDBOOK OF HUMAN FACTORS AND ERGONOMICS Second Edition Edited by Gavriel Salvendy 0 471 11690 4 2 165 pages 60 chapters A comprehensive guide that contains practical knowledge and technical background on virtually all aspects of physical cognitive and social ergonomics As such it can be a valuable source of information for any individual or organization committed to providing competitive high quality products and safe productive work environments John F Smith Jr Chairman of the Board Chief Executive Officer and President General Motors Corporation From the Foreword

Professional SQL Server Analysis Services 2005 with MDX Sivakumar Harinath,Stephen R. Quinn,2006-05-30 Written by the lead developers of Analysis Services at Microsoft this book begins with an overview showing how Analysis Services and MDX can be used to build data warehouses and multidimensional databases The authors then describe the development

processes for building dimensions and cubes from various data sources Demonstrating a variety of techniques in real world scenarios the book shows how MDX can be used to query databases to provide sophisticated analysis of business problems Finally the book explains how Analysis Services can be used with other components of SQL Server including DTS data mining and Report Services to provide comprehensive end to end solutions *Project Management for Parents* Hilary Kinney, PMP, 2021-11-02 Transform chaos into cooperation gain control of your household and achieve your family goals together Former Ritz Carlton project manager Hilary Kinney applies decades of proven project management experience to parenting helping busy families get organized strengthen relationships and reduce stress The fast pace of modern life leaves many parents struggling to manage competing responsibilities which can increase stress and cause conflicts But Project Management for Parents demonstrates how a powerful set of techniques tools and exercises used to manage complex time pressured business projects for Fortune 500 companies can also work in the home Three simple steps form the foundation of the framework 1 Build Teamwork Learn how to work together as a family unit 2 Establish Your Approach Create a plan that works for your unique family dynamic 3 Succeed as a Family Use proven techniques to reach your goals together Learn how to improve family relationships by creating a positive environment fostering communication and encouraging children to think and act independently INCLUDES Practical and effective communication strategies Proven organization and planning tools Cooperative activities Easy to understand exercises Simple reusable templates 25 real life examples like selecting childcare providers managing homework dealing with risky teenage behavior applying to college or moving to a new city Don t wait any longer to transform your family life Get this Amazon category bestseller today to transform chaos into cooperation gain control of your household and achieve your family goals together *Lean Architecture* Michael F. Czap, Gregory T.

Buchanan, 2021-04-13 Apply lean principles to your next architectural project and improve your bottom line with the help of this practical volume Lean Architecture Excellence in Project Delivery shows readers a path to improve their project delivery via the application of lean concepts and process management Authors Michael Czap and Gregory Buchanan challenge readers to reexamine their approach to architectural practice and projects by presenting a unique and compelling alternative Lean Architecture details the crucial metrics and implementation strategies that combine to improve the efficiency and profitability of projects taken on by firms of all sizes Readers will learn to Maximize the use of their resources to deliver superior results in less time Minimize waste cost and inefficiency in their firm s operations Move between radically different project scales while retaining efficient and effective processes Lean Architecture is perfect for firm leaders project managers and project architects who seek to improve their ability to deliver better results while reducing their cost base Students designers and emerging professionals will also benefit by learning key principles for more effectively executing design ideas

IT Project Management: On Track from Start to Finish, Third Edition Joseph Phillips, 2010-03-22 Master IT Project Management This practical up to date guide explains how to successfully manage an IT project and prepare for CompTIA

Project certification IT Project Management On Track from Start to Finish Third Edition walks you through each step of the IT project management process covering critical strategies for on time and within budget projects You ll get proven methods for initiating a project selecting qualified team members conferring with management establishing communication setting realistic timetables tracking costs and closing a project Learn how to Define project requirements and create the project charter Create a feasibility study and establish project priority Determine strategy and obtain management approval Manage project scope and determine project expenses Build the project management plan Organize and lead a project team Track progress and calculate the Cost Performance Index CPI Implement changes to the project plan Perform continuous quality management Complete the project and assess deliverables On the CD CompTIA Project practice exam Project management video training from the author Ready to use templates and worksheets Complete e book Joseph Phillips PMP CompTIA Project is the Director of Education for Project Seminars He is the author of PMP Project Management Professional Study Guide Second Edition CAPM PMP Project Management Certification All in One Exam Guide Second Edition CBAP Certified Business Analysis Professional All in One Exam Guide and PgMP Program Management Professional All in One Exam Guide

Project Management ToolBox Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

Publication of Science Data on CD-ROM: A Guide and Example

Gary Angelici,1993 *Electronic Document Management Systems* Thomas M. Koulopoulos,Carl Frappaolo,1995 Written by

a leading authority this book examines new options for data storage increased networking capabilities powerful desktop computing sophisticated software and the role they all play in the implementation of a fully integrated electronic document management system EDMS *Developing and Documenting the Curriculum* David G. Armstrong,1989 Legal

Writing--getting it Right and Getting it Written Mary Barnard Ray,Jill J. Ramsfield,2005 Designed as a desktop reference for legal writers the fourth edition of this book adds new entries and updates current entries provides reference material and guidance on improving one's legal writing includes a large index with cross references under each entry and addresses common questions legal writers have Covering issues small and large it offers quick reliable answers Publisher's website

Engineers' Guide to Technical Writing Kenneth G. Budinski,2001 The ability to write clearly is essential for career advancement in any technical field This book provides easy to follow guidelines methods and rules that will make you a more efficient technical writer Whether you're an experienced writer or a reluctant one you will benefit from the many insights and tips presented in this book Describes how to write clearly and concisely by presenting the essential attributes methods and objectives of good technical writing Provides an easy to follow writing strategy that will help you arrange and prioritize your thinking before you actually start to write Includes techniques that make good writing less of a challenge Features checklists and step by step procedures that will help even the most reluctant writer The author is a practicing engineer who understands the need for writing in a practical no nonsense style Through numerous examples tips and rules you will learn how to write effective memos documents and technical reports that will get results and help you advance your career **A**

Treatise on the Modern Law of Evidence: Procedure Charles Frederic Chamberlayne,1911 Building a Better Data Warehouse Don Meyer,Casey Cannon,1998 This book cuts through the hype and theory about data warehousing and gets down to the basics of walking every member of the team through the design and implementation of a data warehouse Beyond how to do it this book is an implementation methodology that helps project teams identify who will be doing what and what tools each member will need

Fundamentals of Procedure Writing Carolyn M. Zimmerman,1988 California. Court of Appeal (2nd Appellate District). Records and Briefs California (State)., Number of Exhibits 9 Legislative Document New York (State). Legislature,1948 **Eng** Conseil de l'Europe,1991 **Information Technology Project Management** Kathy Schwalbe,2004 Every recent innovation in IT can be traced back to a project This title builds an unparalleled foundation for tomorrow's creators and managers by providing meaningful examples of real projects both successful and failed and applying the lessons to a sound framework in IT project management

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