**SCOPE YOUR PROJECT**

**What is it and how can it help me?**

This is a simple way for the team to define the scope of a project by identifying what will be included and what will be excluded. It helps to ensure that all of the team is focused in the same direction and understands the scope of the project. Your team may find it useful to refer to the results throughout the project so that extra activities outside the scope are not picked up (scope creep). This enables you to focus limited resources specifically on the current problem.

**When does it work best?**

If an improvement is to succeed, all your team members need to fully understand the agreed scope of the project so that they can focus specifically on the task in hand.

**How to use it**

* Learning from change
* Draw up a table like the one in the examples section
* The project lead then describes their view of the project
* For each of the categories (what? when? where? how?) the team discusses and records the agreed definitions of what is within and what is out of scope
* Record any actions required in the final column
* Seek agreement of the scope with the project sponsor and stakeholders.

**Examples**

Parents of children with glue ear have commented that there is very little information about glue ear and the associated procedures.  Staff in the ENT department came up with the following table so everyone was clear about what was in and what was out of the scope.  

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **IS** | **IS NOT** | **ACTION** |  |
| **WHAT** | Information for parents of children with glue ear. | Information for professionals.  Not information for the child    Detailed description of the surgical treatments for glue ear eg Myringotomy and grommet insertion    Information about other conditions or procedures for parents    Not in other forms of communication.  (additional languages or Braille).  A follow-on project will look at this. | Hold a review after we complete this project to find out if we need to develop information for the child.                        Hold a review after we complete this project. |  |
| **WHERE** | This hospital, this department. | Other hospitals in the region | Check for good material elsewhere |  |
| **WHEN** | Use information and diagrams from 2004 onwards. | Sources older than 2004 | Check what info is available |  |
| **WHO** | Paediatric ENT staff, communication staff, some parents of children with glue ear. | All ENT staff. | Recruit to seek their views about the content of information. |  |
| **SCOPE** | **Information for parents of children with glue ear.  No diversions.** | | |  |
|  |

**What next?**

Checking the [project management guide](http://www.institute.nhs.uk/quality_and_service_improvement_tools/quality_and_service_improvement_tools/project_management_guide.html) will help you decide on your next steps.

**Background**

Project scoping is a critical part of any project. It helps to ensure that all of the improvement team understand the scope of the project and are all focused in the same direction.