

GETTING STARTED: Defining the OUR PRIDE Project Scope

When it comes to project planning, defining the OUR PRIDE Project Scope is the first important step. Defining the Project Scope can be compared to designing a house, where you must decide how big the house will be and how many rooms the house will have.

The Project Scope identifies the project goals, deliverables, and constraints and is the basis for the Project Plan discussed on the next page (e.g., resources required and amount of time needed to accomplish those goals).

Team members should work together to define the scope of your project so that you can allocate tasks and give team members the direction they need to deliver the project on time. When defining the Project Scope, it is best to specify the minimum results that you want to achieve.

TIP: The biggest mistake that teams make is to be too ambitious and attempt to accomplish too much. If you find yourself with extra time or resources, you can always add to your project.

Project Scope Item:	Examples:
<p>Project Goal Description</p> <p>Brief project overview; the story you want to tell</p>	<ul style="list-style-type: none"> • Our project will showcase the challenges and successes of LGBTQ leaders in our community. • Our project will document significant milestones in LGBTQ history in our community.
<p>Project Deliverables</p> <p>List of results that will be produced by the project</p>	<ul style="list-style-type: none"> • We will produce a 3-minute video that includes one or more video interviews with LGBTQ leaders. • We will arrange to make a presentation and share our film with our school board or city council.
<p>Project Constraints</p> <p>List of needs, limitations, or challenges (such as time frames, resources, and physical or technical constraints)</p>	<ul style="list-style-type: none"> • We have a total of six weeks to complete our project; we will lose one week due to testing. • We must reserve computer time in the media center to do research and edit our videos. • We will need a phone camera, video camera, a high quality microphone, camera lights, and a tripod. • We must find someone with video editing knowledge to mentor us.