SCOPING PHASE NARRATIVE

Definition:

The **Scoping Phase** is the first inter-disciplinary step in the project development process. It is undertaken after Project Sponsor defines the project purpose and concept, determines the funding sources, and the project is prioritized in relation to other projects during planning and programming. The Process is initiated by the Project Manager, who assembles a design team, which includes the Project Sponsor or representative, appropriate Stakeholders and a Locality representative, and distributes the project Purpose and Needs Statement as well as other resource materials. It is undertaken to determine what the project should entail and what potential impacts exist. The level of complexity and need for widespread public involvement depends on the project environment, the project's magnitude and its potential impacts. The team proceeds to investigate the project with respect to their individual disciplines and prepares for the scoping meeting. The Environmental Review Process (ERP) is initiated in this Phase. The Final Scoping / Preliminary Field Inspection Meeting, held after receipt of the ERP findings, allows all project participants to define the necessary or required project deliverables, the working budget and the schedule for designing and developing the project. At the conclusion of the Scoping Phase, the Project Manager establishes a project baseline and is responsible for managing the established scope, quality, schedule and budget to deliver the project on-time and within-budget.

Purpose:

Purposes of Scoping include examining the context of the project and potential opportunities for public input, defining/refining the preliminary project scope developed during programming, including concepts of constructability, confirming that the initial project cost estimate is reasonable, and confirming that the estimated advertisement date is attainable.

Initiate Project Scoping

Final Project Scoping

Project Development Budget/Estimates

Project Development Schedules

Project Management Policy