Creating a Scope Document

This document provides a quick guide to creating scope supporting and definition documents.

This could be either a:

- Scope Executive Summary – created for Scope Epics (or outcomes), or a
- Scope Item Definition – created for the Scope Items (or initiatives) that collectively deliver the Epic (or outcome).

On BT, PowerPoint is generally used as this facilitates easy collation and presentation. A MSWord template has been made available for Scope Items as in some cases this format it is easier to use to capture and store the required detail.
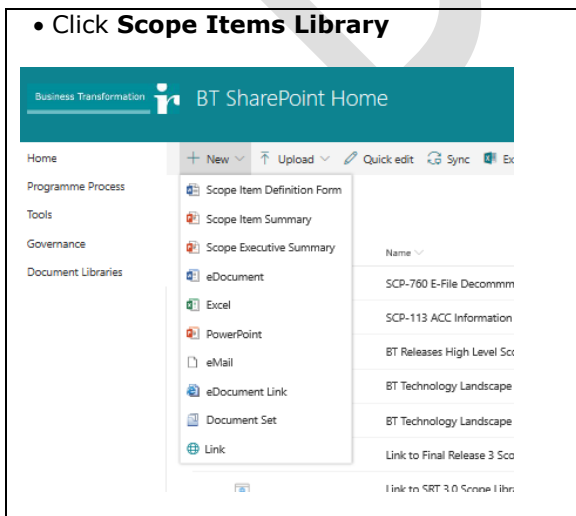
A.   Step 1

Go to the Scope Management page on SharePoint (LINK)
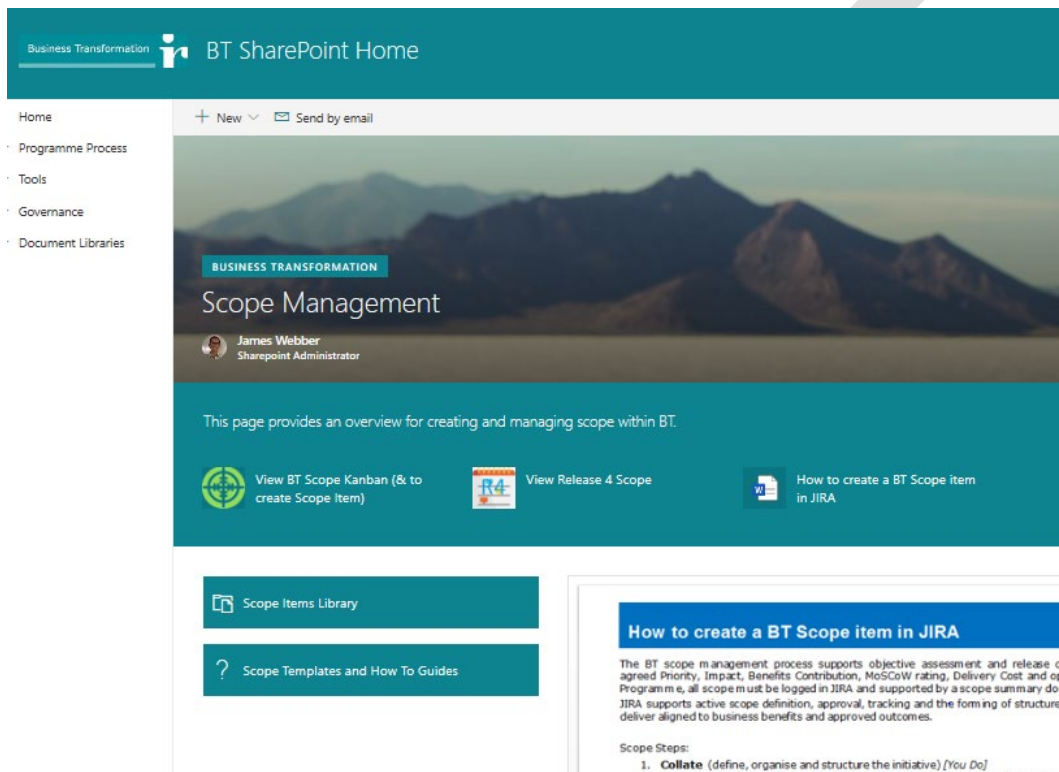
B.   Step 2

| • Click **Scope Items Library**

  | • Choose the + **New**
 • Choose a doc type or use either the
   o **Scope Executive Summary PowerPoint template**
   o **Scope Item Summary PowerPoint template,** or
   o **Scope Item Summary Word template**

 • A new document will load
 • Create the document
 • Save the file as SCP-XXX and the Scope Item Name - use the number you were provided by JIRA.
 • (*it will save to the BT Scope library, metadata will provide grouping*)
 • Link to the JIRA Scope Item, or
 • Save with SCP-XXX and come back later once you have created the JIRA record and update the title and metadata |

Business Transformation