**In and Out of Scope**

**Purpose**: Delineate project boundaries.

**Process**: Group discussion.

1) *Brainstorm*—Pose questions to participants about what is in scope or out of scope. Encourage them to think of locations, employee groups, processes/systems involved, etc. Use sticky notes to make it easy to move items around.

2) *Discuss/Negotiate*—Let group debate and negotiate which items are in or out of scope. Facilitate to consensus.

3) *Synthesize*—Review with the group and summarize what the boundaries of the project are.

4) *Finalize*—Ensure group is in agreement.

**Product**: Agreed upon and mutually understood boundaries of the work of the project.

**The Boundaries of the Project Are…**

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| --- | --- |
| **In Scope** | **Out of Scope** |
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