

**Eller Graduate**

**Consulting Program**

**Scope of Work Development**

This document provides a guideline for developing the project scope of work. Focusing the scope is the most important step in launching your team’s efforts, because a clear scope helps ensure solid and tailored client deliverables. The information you provide below will be captured in a formal proposal created by the team within the first two weeks of the semester, called a Project Charter. Your information also assists the Eller staff with the team formation process, as a student team is hand-selected for your unique project. Scopes can be developed using bullet points and/or brief paragraphs, and please take as much space as you need.

**Organization Overview:**

Organization Name:

Project Sponsor Name:

Project Sponsor Phone Number:

Project Sponsor Email Address:

Industry:

Primary Location(s):

Primary Products/Services:

**Current Situation:**

Please provide a brief description of the untapped opportunity or business need.

**Project Goals:**

**(Optional) Scope of Work Steps/Project Milestones:**

Please provide specific scope items you might expect the Team to execute.

**Project Deliverables:**

Please list the specific content you expect to receive from the in the final deliverable(s).