

SCOPE OF THE PROJECT

SCOPE is the change you want to bring about by the project you implement. It can be described by specifying aim and objectives.

AIM – a general statement on what we want to achieve by implementing certain project. It is specified by objectives.

OBJECTIVE – the clarification of the project's aim that carry the information about certain tasks to be carried out within the framework of the project. They should be stated in accordance with SMART theory.

Objectives are never processes (doing, preparing) but rather outcomes, impacts, deliverables (have something done).

SMART THEORY

S pecific	objectives must be clear and concrete
M easurable	you can count/measure/assess them (whether they are fulfilled or not)
A ttainable	they must be realistic, possible to achieve
R elevant	they must refer to the project and bring about the change specified in the aim
T ime-limited	they must have deadlines set, activities of the project must be placed on the timeline

If you know where you're heading, it is much easier to get there.