How to “Scope” a Leadership Experience Project and/or Honors Project

Students seeking to complete the Leadership Designation program from the Institute for Leadership Advancement are required to complete a capstone “Leadership Experience Project” (LEP) and are eligible to receive up to $2000 per student seeking to complete the designation. Students completing an “Honors Project” without intended completion of the Designation program *will not* be eligible for the $2000 funding.

A “Scope Statement” is a statement of work to be completed, the main objectives, the results and/or deliverables, and the milestones and timeframe in which success are agreed to be measured. Scope statements are important because they create a clear understanding of what is to be expected and accomplished between the team and the party to whom the work will be delivered (e.g., your Professor and/or client organization, etc.).

Whether completing an LEP or an Honors project, students are responsible for “scoping” their own project. When you have the project scope clearly identified and associated to the timeline and budget, you can begin to manage the project resources more effectively. These resources may include the people, equipment, and material needed to complete the project.

A project can be one that improves an organization (like a non-profit) or to produce a result (program, opportunity, event, solution to an identified problem, etc.) for something that currently does not exist.

Examples of projects include:

A.) A team of seven students work with Goodwill of Akron to determine the feasibility of opening a new Goodwill location near the University of Akron campus and making it profitable within six months.

B.) Two students realize that the world renowned TED Talk program is not readily accessible to University of Akron students. These two students identify this problem and then outline the work that needs to be accomplished in order to deliver their solution – hosting a TED Talk specifically for UAkron students.

The Leadership Experience Project should take two semesters to complete, one of in which the student should be enrolled in a three-credit-hour course 6100:497 (Honors only) or 6100:499 (Non-Honors).

It is recommended that Leadership Experience Projects be completed in teams. This will give students an opportunity to learn additional team process and problem-solving skills while also allowing for a sharing of the workload.

The major elements of a scope statement are included in the template below. This template is to be completed and turned into your Professor and a copy delivered to the Institute for Leadership Advancement (420 CBA).

Institute for Leadership Advancement
THE UNIVERSITY OF AKRON
College of Business Administration

Project Scope Statement

Project Name: **Date:**

Names of project team members:

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Purpose: *Write a brief summary (approximately one page) describing the project and its significance. In this, provide sections for: (If working with a client organization) Description of organization, its history, mission, and how the organization accomplishes its mission, and the issues to be addressed; (Or, if not working with a client organization) Include the issue or problem your team is attempting to identify and solve. In this, provide a background and context for the problem, the challenges created by it, and the importance of the result your team seeks to create.*

Project Objective(s)	*What is your team seeking to accomplish? Project objectives include the measurable success criteria of the project. Describe the result(s) that the project seeks to create. The description will typically have less detail in early phases and more detail in later phases. Nonetheless, the scope description should always provide sufficient detail to provide later project scope planning, if necessary.*
Project Deliverables	*Deliverables should include the results from each scope objective described above, as well as additional results, such as project management reports and additional documentation (interviews, focus group results, summaries, etc.). Each Project Objective outlined above should include one or more deliverable(s).*
Project Milestones	*The team should organize their project into a timeline and identify key milestones to measure progress. The team can identify milestones and can place imposed dates on those scheduled milestones.*
Project Assumptions	*What do you anticipate to find as a result of pursuing these objectives?*
Project Constraints	*Prevent "scope creep" and stay on track by identifying the boundaries to your project, if any. Constraints may include time, budget, geographical limitations, access to resources, etc.*
Organization contact name and contact information	*For teams working with a client and/or organization, they should identify one main point of contact and her/his contact information. This will help facilitate a formal check-in process to maintain clear communication between the team and the organization. If not, write "Not Applicable"*
Project Mentor	*Identify the Project Mentor with name, title, and contact information.*

Budgeting For Your LEP:

If one or more members of your project team are completing their Leadership Designation, your team is eligible to receive up to $2000 per person towards the completion of this project.

The purpose of this funding is to provide you the opportunity to create real results, engage in a more action-oriented process, and therefore receive a better educational and leadership development experience than a paper alone might provide. More than this, it is meant to give you something to leave your University feeling proud to have really accomplished.

It is up to your team to determine how these funds will be spent. As part of the scoping process (above) you must align your Project Budget with the Project Objectives using the template below (more rows may be created as necessary).

Spending your funds will not only require planning ahead but also creativity. Examples of possible expenditures:

- Travel allowance for team members to visit a conference to gather additional insight and/or information on their topic
- Incentives to conduct focus groups (e.g. food, give-a-ways, etc.)
- Incentives to increase survey response sizes (e.g. gift cards, etc.)
- Advertising budget for programming (i.e. posters, fliers, brochures)
- Media production for events, programs, project to benefit a non-profit (e.g. web sites, photography, video production, etc.)
- Products or devices to provide hands-on testing to complement research objectives (i.e. Augmented Reality Glasses, software, etc.) *(please note: any items purchased remain the property of the CBA).*

Budget proposal guidelines are distributed during the first class session and explain the procedure for explaining more details for how you intend to spend the funds and what value you propose the funds will create. **Each budget proposal is due no later than 10 days before the funds are needed!**

Project Objective *(use what you have included in scope statement above)*	**Action Requiring Funding**	**Budget Allowance**	**Timeframe (include dates to submit proposal/dates to execute action)**
Ex. Determine student attitudes toward late night programming	***Conduct 3 focus groups with a minimum of 10 students each.***	**$300 ($100 per focus group)**	**2-17-2014 – submit proposal 3-5-2014 – begin focus groups**

REMINDER: This template serves to help you plan ahead and help you meet your goals; however, your team will still need to review the Budget Proposal Guidelines and submit a request using the MEMO format provided in that document a minimum of 10 days before the funds are required.