



A tool for scoping a task / project

S Situation / Context

- Why do I need you to do this?
- How does it fit into the overall ministry context?

P Purpose

- What is the objective of the task

O Output (or Outcomes)

- Expected outputs of the project (Quality and Quantity)

R Resources

- What resources are available / expected (\$, support, time, prioritisation, check in / reporting)
- Limits – legal, safety, authority, decision making

T Time to completion

- Date expected for completion and any milestone reports / updates
- Who will this be to and in what form?