

EXAMPLE: PROJECT SCOPE/OUTLINE

This example is based on the Mentoring Program project used throughout the Project Management website and handbook.

Project Name: Undergraduate Mentoring Program

Project Sponsor: Division of Student Life

Project Manager: Program Coordinator

Objectives: Improve undergraduate student retention and engagement through structured mentorship opportunities.

Deliverables: Program framework, mentor recruitment plan, mentee recruitment plan, orientation session, trained mentors, evaluation report.

Constraints (time, budget, resources): One semester timeline, limited promotional budget, staff availability.

Success Criteria: Recruit at least 20 mentors and 20 mentees, match pairs successfully, at least 80% of participants report satisfaction with the program on surveys.