

Appendix A: Example Scope Statement 1

PROJECT SCOPE STATEMENT VENTURING CREW 123

PROJECT NAME:	Chicago Urban Excursion
PROJECT PURPOSE:	A summer “Tier III” adventure for the crew
PROJECT LEAD:	Jane Doe (Crew VP Program)
PROJECT SUPERVISOR:	Mr. Smith (Crew Associate Advisor of Program)
START DATE:	January 1, 2018
END DATE:	August 1, 2018
DESCRIPTION:	To plan and fundraise for a weeklong trip to Chicago, IL, that allows crew members to 1.) discover its unique culture, 2.) explore the art and history of the city, and 3.) learn how to navigate using a complex public transportation system (buses and trains).
DESIRED RESULTS:	Provide the crew with a memorable, safe summer adventure. Fundraise enough money to finance a minimum of a quarter of the price.
ACCEPTANCE CRITERIA:	Meets desired expectations/requirements of Crew Officers
CONSTRAINTS:	Must have a set budget by April 1 to allow participants to make a down-payment; all fundraisers must take place before crew members leave for summer camp/vacation in June. The trip itself must be no longer than 6 days, and take place at the end of July. It must be able to accommodate between 10-15 Venturers/Advisors combined.
APPROVAL:	Sign and Date When Approved: Crew President: _____ Advisor: _____ Crew Committee Chair: _____

Appendix A: Example Scope Statement 2

PROJECT SCOPE STATEMENT VENTURING CREW 123

PROJECT NAME:	Little Free Library
PROJECT PURPOSE:	Crew service project
PROJECT LEAD:	Robert O'Brien (Crew Member)
PROJECT SUPERVISOR:	Mrs. Gomez (Crew Advisor)
START DATE:	June 15, 2018
END DATE:	September 1, 2018
DESCRIPTION:	To identify a location, get all necessary permits, and built an outdoor public book exchange (a large, birdhouse-style receptacle along a public sidewalk). Work with the Springfield City Book Club to identify project donors, and name a caretaker to provide any necessary future maintenance.
DESIRED RESULTS:	Provide the community with 24/7 access to free books; this will encourage them to read more often, and will give them a place to donate used books.
ACCEPTANCE CRITERIA:	Meet all size and appearance guidelines set out by the city zoning committee and the local area's neighborhood association.
CONSTRAINTS:	The Little Library must be built to be weatherproof, and installed before the ground freezes late in the fall. The location needs to be along a busy pedestrian pathway, and easy to access by the future caretaker. It must be officially registered online as a legitimate book exchange.
APPROVAL:	Sign and Date When Approved: Crew President: _____ Advisor: _____