

# Example Scope Document





# Index

[Overview](#)

[Roadmap](#)

[Comparables](#)

[Cost](#)

[Next Steps](#)



## Overview

### High Level Summary

Headline of project (think of how this will look in your portfolio).

Ex. Building an automation competitive matrix.

### High Level Artifact

What will client walk away with?

Ex. Excel Spreadsheet



# Roadmap

\*Please indicate where approval is needed by creating new row and highlighting cell in red

Milestone	Deliverable	Steps	Participants	Completed by
	What will be accomplished?	What will go into each deliverable?	Who will be involved?	When will this be delivered?
1	List of Industries	1: Identify 10 target industries 2: Input 10 target industries into spreadsheet	Freelancer, Client	
				Requires Approval
2	List of companies	1: Identify 5 leading companies in each industry. 2: Input 5 leading companies into spreadsheet	Freelancer	
				Requires Approval
3	Meta variables	1: Work with client to identify meta variables - i.e. current clients, use cases, specific features, etc. 2: Input meta variables on spreadsheet 3: Research & document meta variables in spreadsheet	Freelancer, Client	
				Requires Approval
4	Report on Competitive Matrix	1: Complete Spreadsheet 2: Report findings to client	Freelancer, Client	



## Comparables

What is a comparable to what the client will walk away with? This can be work from your portfolio or comparable artifacts.

Ex. Client will walk away with a report similar to MIT's on every study of automation.

**Predicted Jobs Automation Will Create and Destroy**

When	Where	Jobs Destroyed	Jobs Created	Predictor
2016	worldwide		900,000 to 1,500,000	<a href="#">Metra Martech</a>
2018	US jobs	13,852,530	3,078,340	<a href="#">Forrester</a>
2020	worldwide		1,000,000-2,000,000	<a href="#">Metra Martech</a>
2020	worldwide	1,800,000	2,300,000	<a href="#">Gartner</a>
2020	sampling of 15 countries	7,100,000	2,000,000	<a href="#">World Economic Forum (WEF)</a>
2021	worldwide		1,900,000-3,500,000	<a href="#">The International Federation of Robotics</a>
2021	US jobs	9,108,900		<a href="#">Forrester</a>
2022	worldwide	1,000,000,000		<a href="#">Thomas Frey</a>
2025	US jobs	24,186,240	13,604,760	<a href="#">Forrester</a>
2025	US jobs	3,400,000		<a href="#">ScienceAlert</a>
2027	US jobs	24,700,000	14,900,000	<a href="#">Forrester</a>
2030	worldwide	2,000,000,000		<a href="#">Thomas Frey</a>
2030	worldwide	400,000,000-800,000,000		<a href="#">McKinsey</a>
2030	US jobs	58,164,320		<a href="#">PWC</a>
2033	US jobs	67,876,460		<a href="#">Oxford University</a>
2035	US jobs	80,000,000		<a href="#">Bank of England</a>
2035	UK jobs	15,000,000		<a href="#">Bank of England</a>
No Date	US jobs	13,594,320		<a href="#">OECD</a>
No Date	UK jobs	13,700,000		<a href="#">IPPR</a>

\*Values that were given as percentages were converted to number of jobs based on the number of jobs in the US when the prediction was made according to the BLS



## Cost

Milestone	Completed by	Estimated Time	Cost
Carried over from roadmap	Carried over from roadmap	Duration is negotiated. Generally I use hours or days.	
1	7/5	.5 hours	
2	7/12	1-2 hours	
3	7/20	2-3 hours	
4	7/27	-	
		<b>Total Cost</b>	<b>\$ ---</b>



## Next Steps

[Inquire Further](#)