

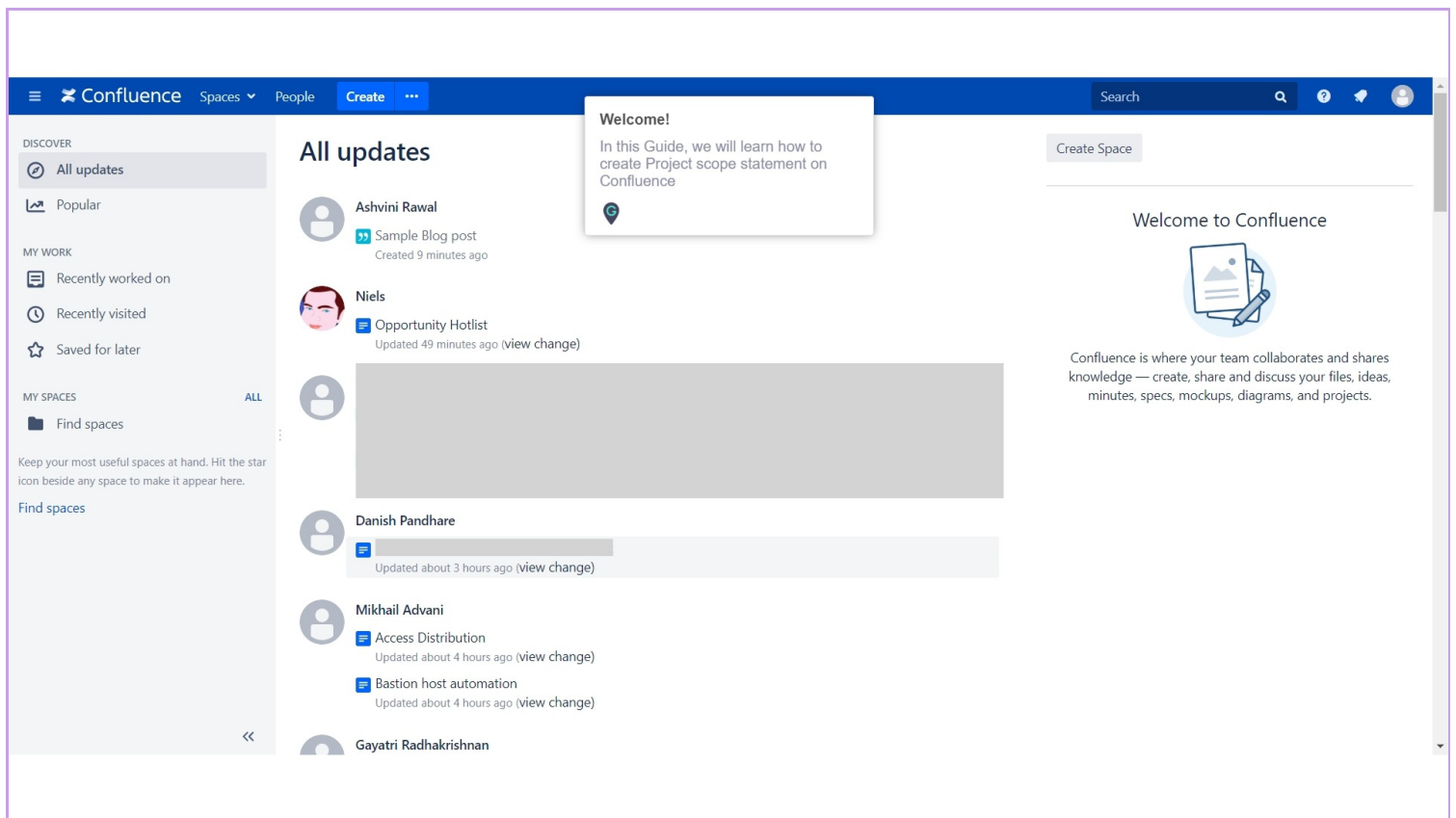


How to create a Project scope statement on
Confluence

Step: 01

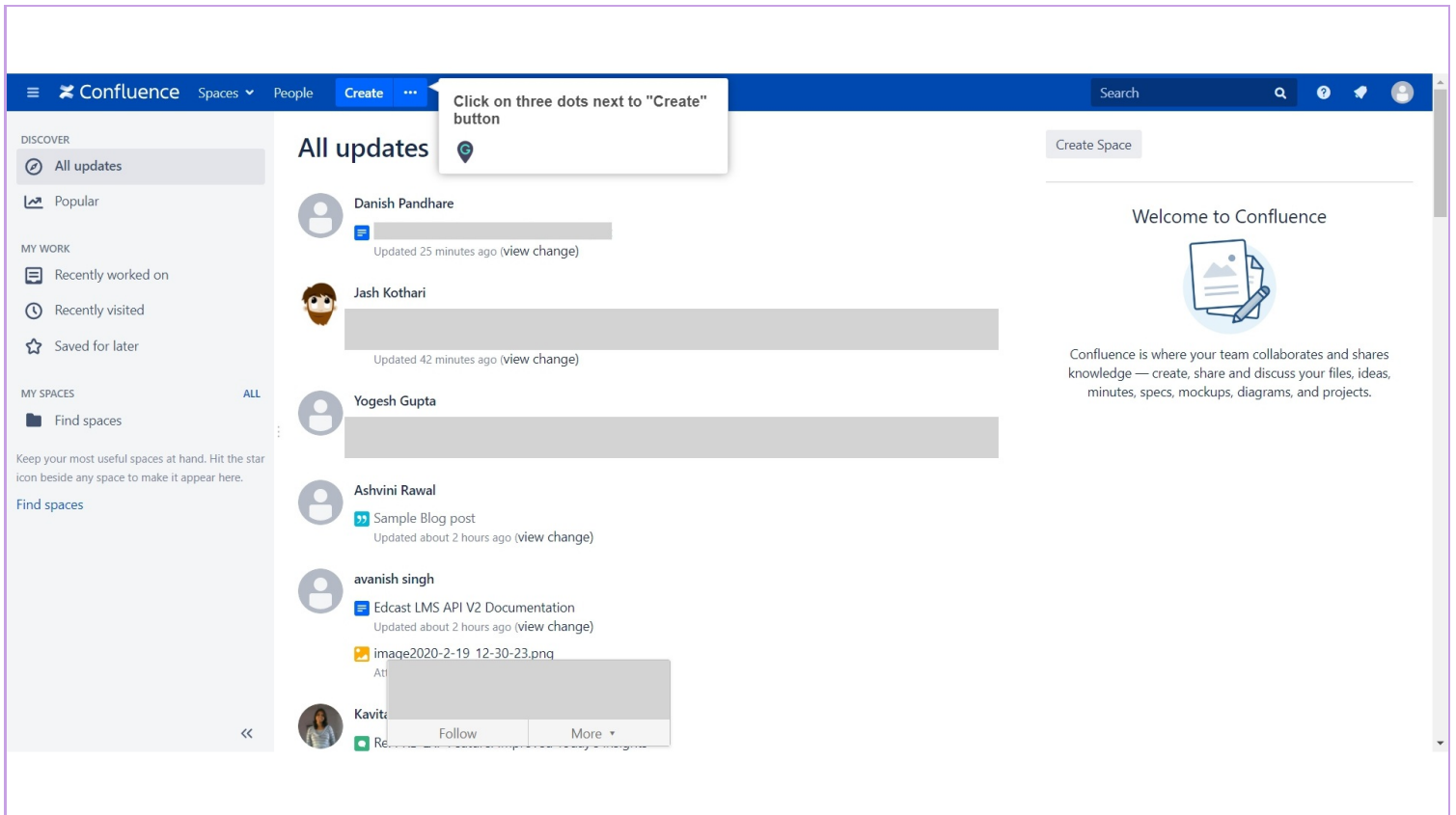
Welcome!

In this Guide, we will learn how to create Project scope statement on Confluence



Step: 02

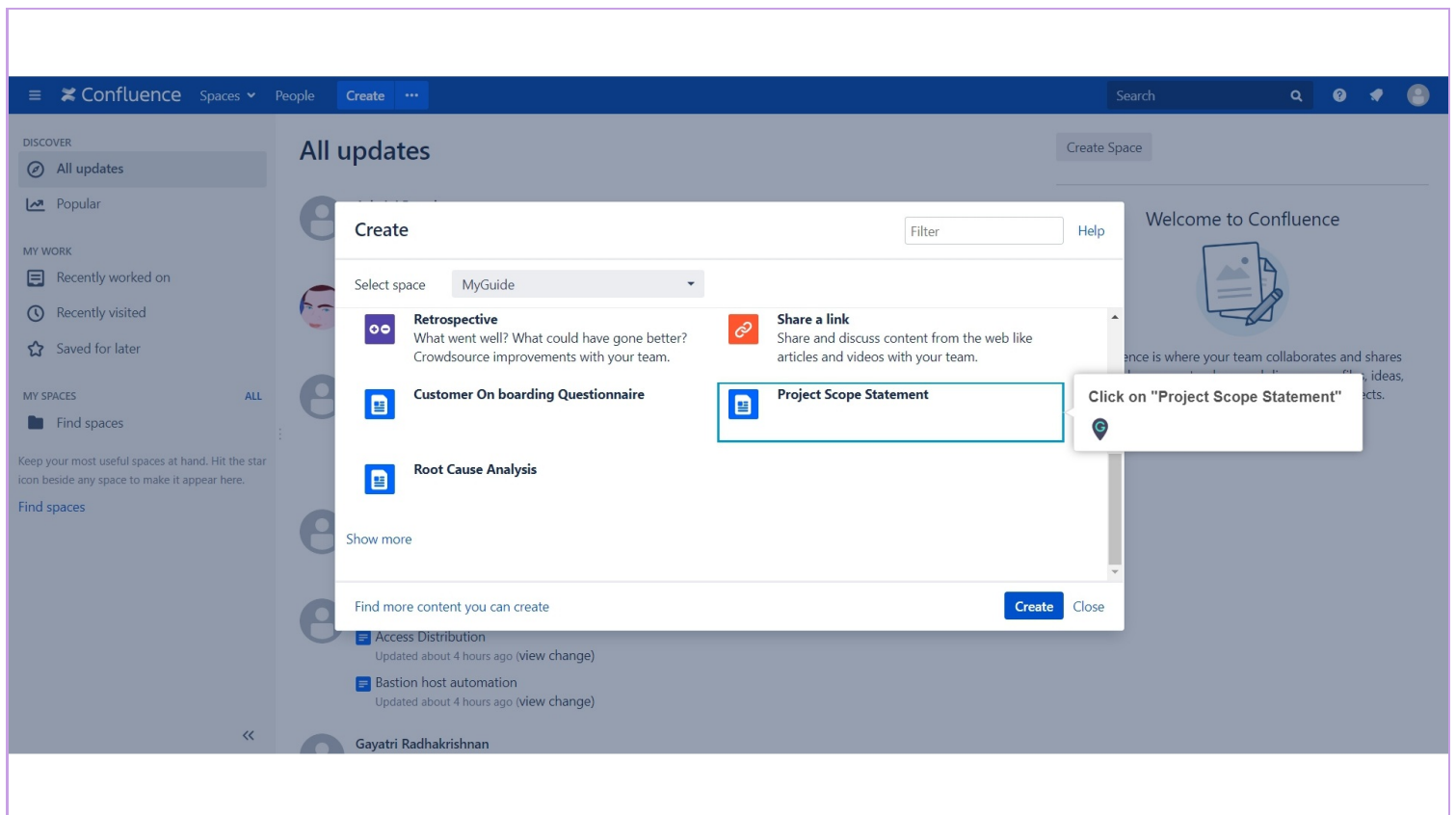
Click on three dots next to "Create" button



The screenshot shows the Confluence user interface. At the top, the navigation bar includes 'Confluence', 'Spaces', 'People', and 'Create'. A callout box with a white background and a blue border points to the three dots next to the 'Create' button, containing the text 'Click on three dots next to "Create" button'. Below the navigation bar, the main content area is titled 'All updates' and lists several updates from users: Danish Pandhare (updated 25 minutes ago), Jash Kothari (updated 42 minutes ago), Yogesh Gupta, Ashvini Rawal (Sample Blog post, updated about 2 hours ago), avanish singh (Edcast LMS API V2 Documentation, updated about 2 hours ago), and Kavita. A 'Create Space' button is visible on the right side of the page. The left sidebar contains navigation options like 'All updates', 'Popular', 'Recently worked on', 'Recently visited', 'Saved for later', and 'Find spaces'.

Step: 03

Click on "Project Scope Statement"



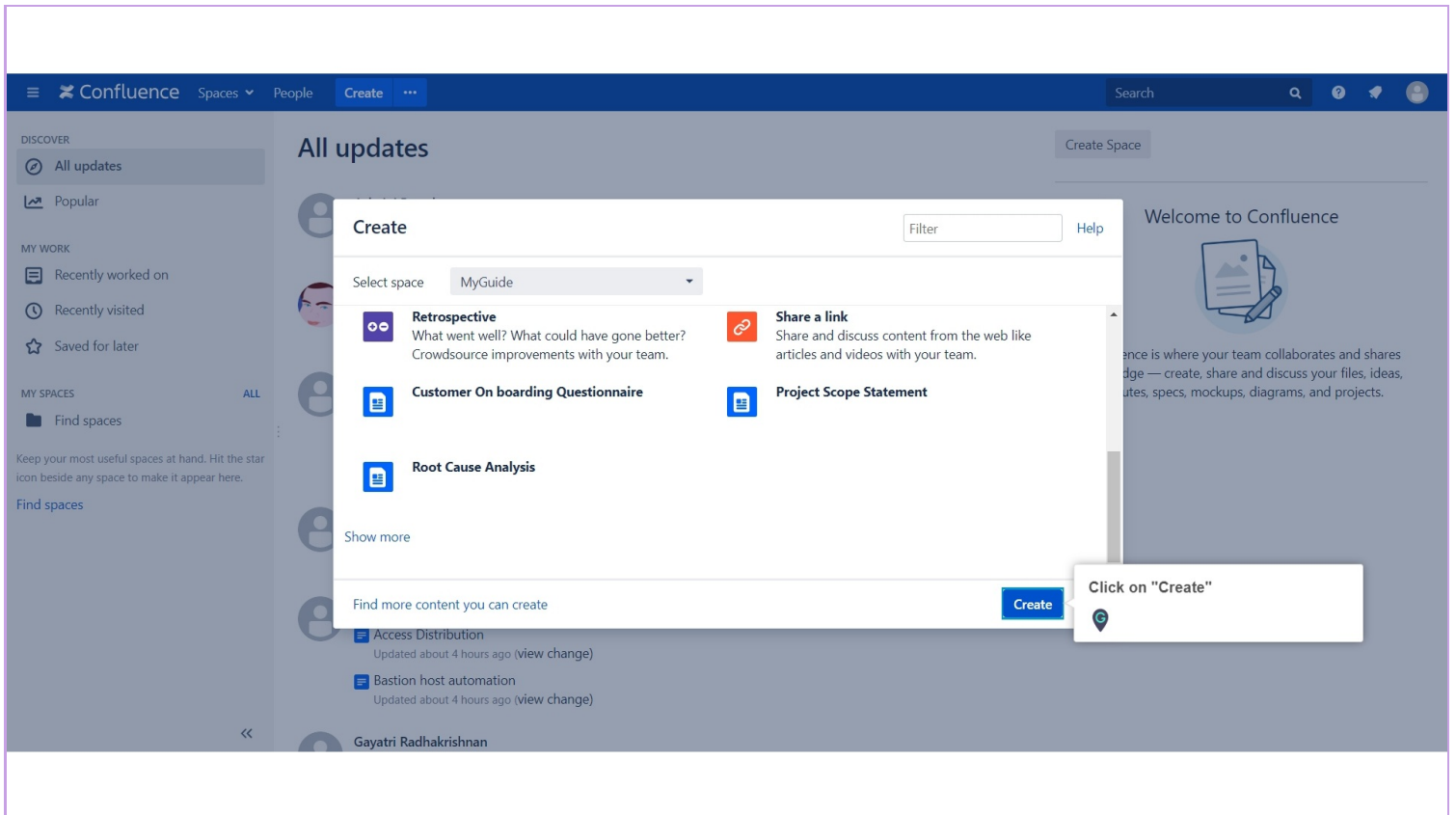
The screenshot shows the Confluence interface with the 'Create' dialog box open. The dialog box is titled 'Create' and has a 'Filter' input field and a 'Help' link. Below the title, there is a 'Select space' dropdown menu set to 'MyGuide'. The main content area of the dialog box lists several options for creating content:

- Retrospective**: What went well? What could have gone better? Crowdfund improvements with your team.
- Share a link**: Share and discuss content from the web like articles and videos with your team.
- Customer On boarding Questionnaire**
- Project Scope Statement** (highlighted with a red box)
- Root Cause Analysis**

Below these options is a 'Show more' link. At the bottom of the dialog box, there is a 'Find more content you can create' section with a 'Create' button and a 'Close' button. A callout box with a red border and a red location pin icon points to the 'Project Scope Statement' option, containing the text 'Click on "Project Scope Statement"'. The background of the Confluence page shows 'All updates' and a 'Welcome to Confluence' message.

Step: 04

Click on "Create"



Step: 05

Add a Page title

Confluence Spaces People Create ... Search

Add a Page title

Page title

Project Name:	Enter the project or Customer name
Owned By:	The name of this document owner or account. Please tag the individual with @
Project Start:	Enter in the project start date in mm/dd/yyyy
Projected Duration:	Enter the project duration in either weeks/ months/ quarter/ year
Project End Date:	Enter in the project end date in mm/dd/yyyy

Project Purpose:
(Key reasons for the project)

Desired Results:

- (A prioritized list of specific and measurable deliverables)

Ready to go Publish Close ...

Step: 06

From here you can invite people to edit with you

The screenshot shows the Confluence editor interface for a page titled "Sample Project Scope Statement". The page is in draft mode. The form contains the following fields:

Project Name:	Enter the project or Customer name
Owned By:	The name of this document owner or account. Please tag the individual with @
Project Start:	Enter in the project start date in mm/dd/yyyy
Projected Duration:	Enter the project duration in either weeks/ months/ quarter/ year
Project End Date:	Enter in the project end date in mm/dd/yyyy

Below the form, there are sections for "Project Purpose:" (with the subtext "(Key reasons for the project)") and "Desired Results:". At the bottom right, there is a "Changes saved" indicator, a "Publish" button, and a "Close" button.

A tooltip in the top right corner of the editor area says: "From here you can invite people to edit with you".

Step: 07

You can start editing

Use these tools to apply formatting

The screenshot displays the Confluence editor interface for a page titled "Statement". The page is in "DRAFT" mode. The main content area contains a form with the following fields:

Project Name:	Enter the project or Customer name
Owned By:	The name of this document owner or account. Please tag the individual with @
Project Start:	Enter in the project start date in mm/dd/yyyy
Projected Duration:	Enter the project duration in either weeks/ months/ quarter/ year
Project End Date:	Enter in the project end date in mm/dd/yyyy

Below the form, there are sections for "Project Purpose:" (with the instruction "(Key reasons for the project)") and "Desired Results:". At the bottom right of the editor, there is a "Changes saved" indicator, a "Publish" button, and a "Close" button.

Step: 08

Click on "Publish" once you're done!

The screenshot shows a Confluence page editor interface. At the top, there is a navigation bar with 'Confluence', 'Spaces', 'People', and 'Create' buttons. Below this is a rich text editor toolbar. The main content area displays a 'Sample Project Scope Statement' form with the following fields:

Project Name:	Enter the project or Customer name
Owned By:	The name of this document owner or account. Please tag the individual with @
Project Start:	Enter in the project start date in mm/dd/yyyy
Projected Duration:	Enter the project duration in either weeks/ months/ quarter/ year
Project End Date:	Enter in the project end date in mm/dd/yyyy

Below the form, there are sections for 'Project Purpose:' (with the subtext '(Key reasons for the project)') and 'Desired Results:'. At the bottom right of the editor, there is a 'Publish' button and a 'Close' button. A tooltip box is overlaid on the 'Publish' button with the text 'Click on "Publish" once you're done!'.

Thank You!

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