Project Scope for Larger (over $5,000) Projects and Purchases using MEP funds.

Instructions: Fill in your narration in each section after reading the instructions.

Note that this Scope Document will expand and will likely be a two-three page document when finished.

School District and LE # (s)			
Primary Contact Name & Title			
Primary Contact Phone & Email			
Project Title Short title to reference project or item being purchased. Will be used on all related amendments and cash requests.			
Description This is a brief narration of the **purchase**.			
Board Approved The date the project/items were approved by your local Board. MM/DD/YYYY		**OPI Approved**	
Cost Indicate your **Total Project Cost** and **Estimated Detail Budget**	Total Cost: Estimated Detail Budget:		
Funding Sources Identify any other funding source that could be used.			
Timeline and Status Identify if the project is phased and if parts have been completed.			
Project/Student Benefit List the direct and indirect benefits because of this project/purchase.			
MEP Goal List what programmatic goal will be attained.			
Depreciated Items			
Meaningful Stakeholder Input List who, when and in what format stakeholders were including in the decision-making process for the project/purchase.			

Most projects and large purchases will be served by filling in the Alternative Options section below. **Our role is to help districts ensure compliances and documentation to reduce potential risk of audit findings.** Think in terms of the public asking why you spent $16,000 on a copier instead of repairing the old one and spending the funds on instruction or learning materials. If you are not

sure, feel free to contact the MEP director for assistance. One of the options could be to leave things as they are. For example, if the district did not purchase a van, what would be the outcome? Afterschool program would not operate, students would lose out on valuable mentoring and academic gains, etc.

Alternative Options	Description Describe a possible solution (not the problem or the project). The project description is above.	Challenges Describe the challenges to implementing this solution.	Gains Describe the gains that will be achieved by implementing the solution.
Option #1			
Option #2			
Option # 3 (Recommended)			

X
_____
Signature