Internal scoping sheet (one page)

From the free scoping kit by Netling Digital. Guide: How to Scope a Client Software Project. File > Make a copy to edit. Text in [brackets] is for you to fill in.
Project: [name] · **Recap confirmed on:** [date] · **Estimated by:** [names: include whoever will lead the build]

Modules (hours)

Weighted = (best + 4 × likely + worst) ÷ 6. Ratio = worst ÷ likely.

Module	Best	Likely	Worst	Weighted	Ratio	Unknown?
Auth and roles	30	50	90	53	1.80	
Billing	60	100	220	113	2.20	Payment provider not chosen
Admin back office	80	160	400	187	2.50	Support and refund rules not defined
Core workflow	120	200	320	207	1.60	
Total	**290**	**510**	**1,030**	**560**	**2.02**	

Example figures for illustration only.

The work nobody asks for (one line each; estimate it, don't skip it)

Project setup · environments · deployment pipeline · automated tests and QA · security basics · error tracking and logging · project management and client meetings · launch and handover

Unknowns

Anything you can't estimate within a factor of two: an API you haven't used, data you haven't seen, a feature nobody can describe yet.

Assumptions (these go into the proposal word for word)

1. [for example: the client supplies final copy by week 3]
2. [one language at launch]

Checks

- **Budget band:** does the likely total fit the band the client chose? If not, suggest a smaller version 1 now.
- **Discovery trigger:** is total worst more than 1.5 × total likely? In the example, 1,030 ÷ 510 = 2.02, so propose paid discovery. Put another way, the hours at risk (worst minus likely, 520) are 10.2 times a 10% discovery fee (51 hours). This holds at any hourly rate.
- **Suggested version 1:** [modules and features]
- **Recommendation:** proposal / paid discovery / pass