

Project Scope Statement

Version History

1.01.0	10/25/2007	approved Project Scope
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Project Name:	Project NEO
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Prepared by:	Jeremy Lee
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Date (MM/DD/YYYY):	10/25/2007
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Executive Summary

The Scope of this project is to design an employee orientation module as requested by the Human Resource department to be used for new employee orientation. The information needs to be accessed through the company Intranet where new employees would review all company policies, take a quiz, and sign off on the new employee orientation process. The scope also includes successful testing and acceptance by the Human Resource department.

Business Objectives

2.1 Product Description (Solution)

A NearlyFree.com New Employee Orientation Module for the Human Resource department will be designed that can be accessed using the company Intranet for new employee orientations. During the orientation process, new employees will review the presentation presented by Human Resources followed by a quiz and sign off the orientation process.

2.2 Business Objectives

The Human Resource department would like to automate the new employee orientation process by providing electronic documentation for orientation presentations, and maintain this database to track and document successfully completed orientations.

Project Description

Project Scope

3.1 Project Scope

Includes (list Deliverables):

- Design a web based Human Resource module for new employee orientations.
- Integrate HR module with the company Intranet.

- Migrate existing hard copy presentations into electronic format.
- Create quiz to assess new employees on their understanding of HR processes.
- Create electronic sign-off for a successfully completed orientation.
- Create online help to assist new employees during the orientation process.
- Provide documentation to the Human Resource department to help with future changes to the orientation material.

Does Not Include

The scope of this project does not include anything that is not maintaining the website

3.2 External Dependencies

All project requirements including the hard copy documents of the orientation material to be promptly provided by Cheryl Gladstone.

3.3 Assumptions

All necessary hardware and software is already in place. The NearlyFree.com Employee Orientation module will be created and integrated into the Human Resource section of the Intranet.

3.4 Constraints

No new requirements to be added by the sponsors without affecting the project timeline and budget.

Project Milestone

Milestone	Target Date
• Project Start	10/09/2007
• Project Charter	10/09/2007
• Work Breakdown Structure	10/19/2007
• Project Scope Statement	10/26/2007
• Project Schedule	11/01/2007
• Responsibility Assignment Matrix	11/06/2007
• Project Schedule Resources	11/09/2007
• Project Cost Estimate	11/16/2007
• Project Quality Statement	11/23/2007
• Stakeholder Analysis	11/28/2007
• Communication Plan	11/30/2007
• Risk Matrix	12/07/2007
• Final Project Plan	12/13/2007
• Software Orientation Learning Module Complete	1/18/2008
• Final Integration Testing Complete	1/17/2008

- Documentation provided to Human Resource department 1/21/2008
- Training Human Resource on new module complete 1/21/2008
- Project Complete 1/21/2008
- Post Mortem Lessons Learned 1/22/2008

Project Approach

Standard

5.1 Primary Plans

The nearlyfree.com project will have the following formal written plans:

- Project schedule. A firm schedule of events will be provided when all the requirements have been satisfactorily met.
- Cost Estimate. Cost estimates will also be provided when all requirements are met.
- Responsibility Assignment Matrix.
- Quality Statement. A list of quality objectives is provided in the Quality Statement.
- Communication Plan. A spreadsheet of the communication plan is provided in the Communication Management Section.
- Risk Analysis. A probability of risk associated with the project will be provided.
- Change Management. The change control procedures are included in the project plan.

Project-Specific

Briefly describe how each of the following will be handled. Provide links to relevant documents as appropriate. Modify example text provided or enter your own.

5.2 Change Management

The change control procedures as documented in the <Project> Change Management Plan will be consistent with the Project Management Methodology and consist of the following processes:

- A Change Request Log will be established by the Project Manager to track all changes associated with the project effort.
- All Change Requests submitted via Change Request Form will be assessed to determine possible alternatives and costs.
- Change Requests will be reviewed and approved by the project owner.
- The effects of approved Change Requests on the scope and schedule of the project will be reflected in updates to the Project Plan.
- The Change Request Log will be updated to reflect current status of Change Requests.

5.3 Communication Management

The following strategies have been established to promote effective communication within and about this project. Specific Communication policies will be documented in the <Project> Communication Plan.

- The Project Manager will present project status to the project Sponsors on a weekly basis; however, ad hoc meetings will be established at the Project Manager's discretion as issues or change control items arise.
- The Project Manager will provide a written status report to the project Sponsors on a monthly basis and distribute the Project Team meeting minutes.
- The project Sponsors will be notified via e-mail of all urgent issues. Issue notification will include time constraints, and impacts, which will identify the urgency of the request for service.
- The Project Team will have weekly update and status meetings to review completed tasks and determine current work priorities. Minutes will be produced from all meetings.
- All electronic Project Documents will be maintained in central storage accessible by all project stakeholders.

5.4 Resource Management

The project team will produce a Resource Management Plan that will document the following:

- Lists all major goods and services required in the project along with cost estimates and quality information.
- Indicates which goods and services will be obtained from sources outside the Organization.
- Indicates who is assigned to the project and when.

Authorizations

The Scope Statement is approved by the:

- Project Sponsor Jennifer Beal
- Project Manager Jeremy Lee

Project performance baseline changes will be approved by the:

- Project Sponsor Jennifer Beal
- Project Manager Jeremy Lee

Project deliverables will be approved or accepted by the:

- Project Sponsor Jennifer Beal
- Key Stakeholders Cheryl Gladstone

Specific task responsibilities of project resources will be defined in the *Responsibility Assignment Matrix*.

Project Scope Statement Approval / Signatures

Project Name: NEO Project

Project Manager: Jeremy Lee

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the Project



Manager and the Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Project Scope Statement and agree:

<i>Name</i>	<i>Role</i>	<i>Signature</i>	<i>Date</i>
Jeremy Lee	Project Manager	e-sig	11/01/2007
Jennifer Beal	Project Sponsor	e-sig	11/01/2007
Cheryl Gladstone	HR Manager	e-sig	11/01/2007

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Scope Statement document.