

Project Scope Statement

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
Academic Review System		Dana Kuebler	8/12/16
Sponsor:	Business Unit:	Project Type:	
Greg Camfield	Academic Personnel Office (APO)	Standard Complex	

Project Scope Statement Document Description The selection	The Project Scope Statement is the document of record for the project scope. It expands on the earlier work done in the Project Charter and stablishes a common understanding of the project scope among project stakeholders. Most important, it establishes not only what is in scope but also what is out of scope for the project. As the project progresses, the scope statement may be appended to reflect scope changes submitted through the Project Change Request process.
Project Objective	Information regarding the business need your project addresses.
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Detailed Project Scope	Describe in detail the project deliverables that are included and excluded.
In Scope	

- 1. Role-based workflow configuration (i.e. APO, Faculty, Deans)
- 2. Comprehensive workflow configuration with approval-based controls including conditional, triggers, alerts, etc.
- 3. Generation of documents
- 4. Notifications and communications
- 5. Workflow templates ability to develop and maintain
- 6. Solicit for letters of recommendations and capture replies in system (Internal and External recommenders)
- 7. Document attachments, searching, retrieval, archival
- 8. Ability to redact specific data from specific documents
- 9. Secure access based on role
- 10. Tracking comments and inputs
- 11. Reporting
- 12. Voting Capability
- 13. Document Transfer capability from one role (eg: Dean) to the other (eg: faculty)
- 14. Ability to interface with other systems like Banner and Digital Measures?
- 15. Automating faculty advancement process

16. Case Review workflow							
Out of Scope							
1. Building a separate or customized module or workflow for faculty advancement or case review process							
Project Acceptance Criteria Acceptance criteria are the metrics that must be met before the project services and proposed deliverables will be accepted.							
1.							
Project Constraints							
A) Cost	Describe any cost project limitations that may affect the performance of the project. Example: funding was not planned for in this fiscal year and may delay project start date.						
1.							
B) Resource	Describe any resource project limitations that may affect the performance of the project. <u>Example</u> : Resources require additional training for project implementation.						
1.							



C)	Schedule	Describe any schedule project limitations that may affect the performance of the project. Example: Required to Go Live by 6/30 due to UCOP mandate/compliance.
	1.	
D)	Security	Describe any security limitations that may affect the performance of the project. <u>Example</u> : Vendor system or service uses unsupported browser.
	1.	
E)	Technical	Describe any technical project limitations that may affect the performance of a project. <u>Example</u> : Vendor platform can only support 500 concurrent users.
	1.	

High Level Agreement(s)

Resource	List the verified resources for this project.
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Resource Name	Department	Supervisor	Role	Total Hours	Allocation % (per week)
Greg Camfield	APO, APPO		Sponsor, Final Approver		
Dana Kuebler	IT PMO		Project Manager		
Becky Gubser	APO		Subject Matter Expert (Admins and analyst)		
TBD	SSHA		Subject Matter Expert (Dean)		
Mark Matsumoto	SOE		Subject Matter Expert (Dean)		
Juan Meza	SNS		Subject Matter Expert (Dean)		
Jill Robbins	SSHA		Subject Matter Expert (Dean)		
	MWP		Subject Matter Expert (Dean)		
Elizabeth Whitt	Undergraduate		Subject Matter Expert (Dean)		
Paul Maglio	SOE		Subject Matter Expert AP Charis		
Anne Kelly	SNS		Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		
			Subject Matter Expert AP Charis		



Activity Description	FAU#	One Time Cost	Recurring Costs	Year 1	Year 2	Year 3	Line Item Total
udget			Enter total budge	et for this project.		I	
				Procurement			
				Documentation Champion			
				ITSM			
				Trainer			
				Systems Administrators			
				Networking			
				DBA			
				IT Tester			
				Tester Script Developer			
				Security			
				Architect			
				Developer			
				Core Team, UA	г		
				Core Team Core Team			
_				Core Team			
				Core Team			
Stephani Harris	APO			Core Team			
Liz Soria	APO			Core Team			
Pam Moody Sherry Coane	APO			Core Team			
Mubeena Salaam	APO APO			Business Analyst Core Team			

Activity Description	FAU#	One Time Cost	Recurring Costs	Year 1	Year 2	Year 3	Line Item Total
Internal staff labor							
External staffing costs							
Software license & support							
Hardware (e.g. VMs)							
Travel &							



Expense								
Training								
Contingency (e.g. risks)								
	Total:							
chedule			Enter Go	Live date	or schedule for ti	his project.		
Phase		Su	b-phase		Expected O		Т	arget Date
Initiation				С	Charter & Kick-Off Meeting			
Planning	Tech Requiren		ments	l l	Architecture & Security Review			
Planning	nning Project Artifac		rtifacts		RAID, Scope, Budget & Schedule			
Execution	1	Build		Development				
Execution	-	Testing		l l	Test plan, scripts & test results			
Execution	I	Final UAT				st results &		
Execution	Service Transition		ition	(S b) (e p	Service Level Agreement (SLA), Service Now on- boarding, documentation (e.g. policies, guides, procedures), Operation Level			
Execution	1	Implementation		С	Agreement (OLA) Change order, CAB, deployment schedule, deploy			
Execution	1	Post Go live		Fi	Final service transition & end user acceptance			
Close	(Close		P	roject close, less arned, project fe			

By approving the Scope Statement, you are in agreement with the project scope as described herein.

Stakeholder(s)	Name	Signature	Date
Executive Sponsor			
Project Sponsor			
Project Manager			

1.