

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 Project Scope Statement is the document of record for the project scope. It expands on the earlier work done in the Project Charter and establishes 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.
The selection	
Project Objective	<i>Information regarding the business need your project addresses.</i>
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Detailed Project Scope	<i>Describe in detail the project deliverables that are included and excluded.</i>
In Scope	
<ol style="list-style-type: none"> 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	
<ol style="list-style-type: none"> 1. Building a separate or customized module or workflow for faculty advancement or case review process 	
Project Acceptance Criteria	<i>Acceptance criteria are the metrics that must be met before the project services and proposed deliverables will be accepted.</i>
1.	
Project Constraints	
A) Cost	<i>Describe any cost project limitations that may affect the performance of the project. <u>Example:</u> funding was not planned for in this fiscal year and may delay project start date.</i>
1.	
B) Resource	<i>Describe any resource project limitations that may affect the performance of the project. <u>Example:</u> Resources require additional training for project implementation.</i>
1.	

C) Schedule		<i>Describe any schedule project limitations that may affect the performance of the project. <u>Example:</u> Required to Go Live by 6/30 due to UCOP mandate/compliance.</i>			
1.					
D) Security		<i>Describe any security limitations that may affect the performance of the project. <u>Example:</u> Vendor system or service uses unsupported browser.</i>			
1.					
E) Technical		<i>Describe any technical project limitations that may affect the performance of a project. <u>Example:</u> Vendor platform can only support 500 concurrent users.</i>			
1.					
High Level Agreement(s)					
Resource		<i>List the verified resources for this project.</i>			
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		
			Subject Matter Expert AP Charis		

Mubeena Salaam	APO			Business Analyst			
Pam Moody	APO			Core Team			
Sherry Coane	APO			Core Team			
Liz Soria	APO			Core Team			
Stephani Harris	APO			Core Team			
				Core Team			
				Core Team			
				Core Team			
				Core Team			
				Core Team, UAT			
				Developer			
				Architect			
				Security			
				Tester Script Developer			
				IT Tester			
				DBA			
				Networking			
				Systems Administrators			
				Trainer			
				ITSM			
				Documentation Champion			
				Procurement			

Budget	<i>Enter total budget for this project.</i>
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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 &							

