<div align="center">**Sample Scope Statement**</div>

Project Title: Project Management Intranet Site Project

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Prepared by: Erica Bell, Project Manager, erica_bell@jwdconsulting.com

Project Justification: Joe Fleming, CEO of JWD Consulting, requested this project be done to assist the company in meeting its strategic goals. This new site will increase visibility of the company's expertise to current and potential clients though the sections of the intranet that will be accessible to them. It will also help improve profitability by reducing internal costs by providing standard tools and techniques, templates, and project management knowledge to all internal consultants.

Product Characteristics/Requirements:

1. Templates and tools: The intranet site will allow authorized users to download files to assist them in created project-management documents and using project management tools. These files will be in Microsoft Word, Excel, Access, Project, html, or PDF format, as appropriate.

2. User submissions: Users will be encouraged to e-mail files with sample templates and tools to the Webmaster. The Webmaster will forward the files to the appropriate person for review and then post the additional files, if desired.

3. Articles: Any articles posted on the site will have appropriate copyright permission. The preferred format for articles will be in PDF files. The project manager may approve other formats.

4. Requests for articles: The intranet site will include a section for users to request someone from the Project Management Office (PMO) at JWD Consulting to research appropriate articles for them. The PMO manager must first approve the request and negotiate payments, if appropriate.

5. Links: All links to external sites will be tested on a weekly basis. Broken links will be fixed or removed within five working days of discovery.

6. The "Ask the expert" feature must provide a user-friendly screen to solicit questions, immediate acknowledgement that the question has been received in the proper format, forwarding of the question to the appropriate expert, as maintained in the system's expert database, and status of answering the question. The system must also allow for payment for advice, if appropriate.

7. Security: The site must provide several levels of security. All internal employees will have access to the entire site when they enter their security information for the main corporate intranet. Part of the site will be available to the public from the corporate Web site. Other portions of the site will be available to current clients based on verification with the current client database. Other portions of the site will be available after negotiating a fee or entering a fixed payment using pre-authorized payment methods, as described in Appendix A.

8. Search feature: The site must include a search feature for users to search by topic, key words, etc.

9. The site must be accessible using a standard Internet browser. Users must have appropriate application software to open several of the templates and tools.

10. The site must be available 24 hours a day, 7 days a week, with one hour for system maintenance and other periodic maintenance, as appropriate.

Summary of Project Deliverables:

Project management-related deliverables: (business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons learned report, etc.)

Product-related deliverables:

1. Survey: Survey current consultants and clients to help determine desired content and features for the site.
2. Files for templates: The initial site will include templates for the following items: (business case, charter, etc.)
3. Examples of completed templates: The initial site will include examples of projects that have used templates for the following items: business case, charter, etc.
4. File for tools: The initial site will include information on how to use several project management tools, including, as a minimum, the following: work breakdown structures, critical path analysis, cost estimates, earned value management, etc. Where appropriate sample files will be provided in the application software appropriate for the tool.
5. Example applications of tools: The initial site will include examples of projects that have applied tools for the following items: work breakdown structures, critical path analysis, cost estimates, earned value management, etc.
6. Articles: The initial site will include at least ten useful articles about relevant topics in project management.
7. Links: The initial site will include links along with brief descriptions of the site being linked to for at least twenty useful sites. The links will be categorized into meaningful groupings.
8. Expert database: In order to deliver an "Ask the Expert" feature, the system must access a database of approved experts, their contact information, etc.
9. User request: The site will include an application to solicit and process requests from users.
10. Intranet site design: An initial design of the new site will include a site map, suggested formats, appropriate graphics, etc.
11. Intranet site content: The initial site will include content for the templates and tools section, articles section, links section, "Ask the Expert" section, user requests, security, and payment features.
12. Test plan: The test plan will document how the site will be tested, who will do the testing, how bugs will be reported, etc.
13. Site promotion: A plan for promoting the new site will describe various approaches for soliciting inputs while designing the site as well as announcing the availability of the new site.
14. Project benefit measurement plan: A plan for measuring the financial value of the site.

Project Success Criteria: Our goal is to complete this project within six months for no more than $140,000. The project sponsor, Joe Fleming, has emphasized the importance of the project paying for itself within one year after the site is completed. In order to meet this financial goal, the site must be designed with strong user inputs, and we must develop a method for capturing the benefits of the site while it is being developed, tested, and after it is rolled out. If the project takes a little longer to complete or costs a little more than planned, it will still be viewed as a success if it has a good payback and helps promote our company's image as a world-class consulting organization.