

Project Introduction & Rationale

Skop

Neeraj

E -196 Mohali

Chandigarh, Punjab, 177214

26 August 2014

Neeraj Attri

1. About this document

This document provides an introduction to, and summary of, the **Skop** project that we believe will provide significant operational, service and financial benefits to **Neeraj** and its stakeholders.

It is provided to:

1. Inform stakeholders about our proposed project, resulting systems and key benefits;
and
2. To assess and attain the, financial commitment, enthusiasm and endorsement to progress it further.

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2. Project objectives and benefits

This document provides an introduction to, and summary of, the **Skop** project that we believe will provide significant operational, service and financial benefits to **Neeraj** and its stakeholders.

Assuming that the project progresses we anticipate that it will be completed by , at an expect cost of **50**.

Contribution to Neeraj mission

sds

Contribution to Neeraj goals

sd

Operational savings / Return on Investment

This project is intended to generate ongoing savings/returns against the initial financial investment. Should the project proceed to the next planning phase the returns will be quantified through completion of comprehensive functional requirements.

At this stage are expecting to create efficiencies and reduce errors in the **0** areas listed below in the project scope section of this document.

Non-financial benefits

In addition to the financial savings we are also expecting to achieve improvements in our operations and service through automation, systemisation and enabling 'self-service' for the following groups:

Stakeholder group
Neeraj
Attri
Lucky
Mohan
Sohan
Tohan

3. Project Scope

We have identified 0 functional areas that the implemented system will facilitate, these are listed below.

The project scope will be further defined by specifying a list of key features within each of these functional areas.

The Project Detail Document (a key deliverable of the next project phase), will contain:

- Estimates return on investment (ROI), saving per year based on the current operations costs, and
- Expected non-financial stakeholder / constituencies benefits of these functional areas.

At this stage new additional revenues are not estimated or included in this documentation.

Functional areas to be implemented

The identified functional areas to be implemented are:

4. Price, Process, Timelines & Milestones

We intend to "go-to market" to finalise pricing, however we are provisionally recommending a project budget of **50**.

In addition to the financial costs, the project will also require the time, input and enthusiasm of the following team members listed in the Roles and Responsibilities section below.

Timeline & milestones

The project duration is expected to be **24** days.

- The intended start date is: **05 August 2014**
- The target completion date is: **29 August 2014**

The project will include key milestones, these will help us monitor and keep the project on time and budget.

The milestones are not finalised, but are likely to include:

Milestone name	Date
Project Commencement	05 August 2014
\$MS_2_name\$	\$MS_2_date\$
\$MS_3_name\$	\$MS_3_date\$
\$MS_etc_name\$	\$MS_etc_date\$
\$MS_etc_name\$	\$MS_etc_date\$
\$MS_complete_name\$	29 August 2014

5. Internal team roles

Successful execution of the project will require the input and participation of a number of team members, these are listed below along with their anticipated roles and responsibilities.

The next stage of the project will include more detail on this including estimated effort and individual responsibilities.

Project team

The project team leader is **Vivek M.**

Team member	Role (title)
Vivek M	wq
neeraj	q

6. Conclusion and Next steps

To achieve the benefits we propose to deliver the project following the milestones outlined.

The next step is to specify the project process and system functionality in greater detail. This will be captured in a 'Project details' document which will be the primary reference for all stakeholders.

Please contact Vivek M on vivek@thirtyfour.in with questions and your feedback.