

Module 2 Case Study: Scope

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**Requirements**

As collecting requirements is likely the first step to this project, the project handler will collect all requirements from the company regarding the Recreation and Wellness Intranet Project. This would include the project view, functions, performance, and more. Technical and non-technical project requirements will be collected as well.

**Requirements Traceability Matrix**

BR#	Module Name	Applicable Roles	Description
1	Incentives	Managers Employees	Company provides incentives for employees to join programs and do well in them.
2	Physical health	Managers Employees	Company allows employees to join sponsored recreational programs.
3	Sponsored health	Managers Employees	Company allows employees to take part in sponsored classes to manage health issues, such as quitting smoking or managing weight.
4	Data tracking	Managers Employees	Company can track personal data involving employee involvement in all programs.
5	Time and investment	Managers Employees	Company must appropriately provide time and financial investment into the program, including sponsorships and incentives.

**Project Scope Statement**

## Scope Statement (Version 1.0)

<b>Project Title: Recreation and Wellness Intranet Project</b> <b>Date: 02/02/2021</b> <b>Prepared by: Ben Hanson</b>
<b>Project Justification:</b> Physical health is very important for all individuals in todays society. In the work field, if employee health is high, employees are more likely to focus on providing successful work. MYH pays around twenty percent more than the industry average for employee healthcare premiums. If this project accurately provides employees with the ability to manage and improve their health, there will be positive results and money for healthcare premiums will be saved.
<b>Product Characteristics and Requirements:</b> <ol style="list-style-type: none"> <li>1. Employees are allowed to register for sponsored recreational programs.</li> <li>2. Employees are allowed to register for classes and programs for health issues</li> <li>3. Incentives are offered to employees for progress related achievements.</li> <li>4. Appropriate system training and testing is implemented to the project.</li> </ol>
<b>Product User Acceptance Criteria:</b> <div style="border: 1px solid black; height: 40px; width: 100%; margin-top: 5px;"></div>
<b>Summary of Project Deliverables</b> <b>Project management-related deliverables:</b> business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project. <b>Product-related deliverables:</b> research reports, design documents, software code, hardware, etc. <ol style="list-style-type: none"> <li>1. Research Reports: All of the primary data and secondary data which is required for the project will be prepared.</li> <li>2. Design Documents: The function and programmed design will be prepared.</li> <li>3. Software Code: All software code will be deployed at an accurate time.</li> <li>4. Hardware: Hardware requirements will be made available at the right time.</li> </ol>

### Work Breakdown Structure

## **WBS Dictionary Entry**

### **02/02/2021**

**Project Name: Recreation and Wellness Intranet Project**

**WBS Item Number: 1**

**WBS Item Name: MYH Project**

**Description:**

1.0 Initiating

1.1 Stakeholder identification

1.2 Project charter

1.3 First meeting after appropriate staffing

2.0 Planning

2.1 Team planning meeting

2.2 Team charter/project requirements

2.3 Scope statement/company standards

2.4 WBS

2.5 Schedule and cost baseline

2.5.1 Task resources

2.5.2 Task durations

2.5.3 Task dependencies

2.5.4 Draft Gantt chart

2.5.5 Final Gantt chart

2.6 Risk prioritization

3.0 Executing

3.1 Survey

3.2 User inputs

3.3 Intranet site content

3.3.1 Templates and tools

3.3.2 Articles

3.3.3 Links

3.3.4 Registration for recreational programs

3.3.5 Registration for classes and programs

3.4 Tracking system/Incentive system

3.5 Intranet site design

3.6 Intranet site construction

3.7 Intranet site testing

3.8 Intranet site roll-out

3.9 Project benefits measurement

4.0 Monitoring and Controlling

4.1 Progress reports

4.2 Change requests



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[https://docs.google.com/spreadsheets/d/1exx5AZO0pdaXu5EBNNqv1be\\_I4hRmu3ilQnfLxiST7E/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1exx5AZO0pdaXu5EBNNqv1be_I4hRmu3ilQnfLxiST7E/edit?usp=sharing)

For the Recreation and Wellness Intranet Project, there will be several key points for the strategy concerning scope validation and change control. Activities will include measuring, examining, and testing the project deliverables. Furthermore, the deliverables will be based upon the specifications and requirements of the project. The sponsor of the project will be assigned to the project for financial benefit of the company. Different approaches will be deployed to gather all requirements from sponsors and experts, which will then be documented. Next, a scope statement will be organized and reviewed for formal acceptance. Clear objectives will also be made. Future potential changes will be determined based on specific factors such as customers,

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costs, and impact. The project sponsor will only be provided with the authority to approve change prior to the delivery date and cost. The size and complexity of the project can be affected by a small change, as well as a larger variation within the project requirements. The project manager will also balance the number of requests while creating an approval decision. Also, the changes that are reviewed in meetings will be discussed.