**Scope Statement (Version 1.0)**

| **Project Title:** Relaxing Travel  **Date:** 7/19/2023  **Prepared by:** Leonard J Gallucci  **Group:** 11  **Professor:** Joanne B. Brogden |
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| **Project Justification:** Relaxing Travel has determined to close their second location and move their employees to a remote workforce. PMA has been tasked with closing the second location, purchasing all equipment and hardware that is needed to transfer all current Relaxing Travel employees to a remote work force. PMA is also tasked with setting up each home office and provides training and Network Support to all employees. Project Sponsors have given a time frame of four weeks and a budget of $50,000 to complete all the work. Any change orders must be approved in writing by either Marie or Joseph Brown, the Project Sponsors.  . |
| **Product Characteristics and Requirements:**   1. Complete all work within four weeks and within $50,000 budget. 2. Close second location and move all employees to remote locations. 3. Purchase all computers, hardware and equipment needed for remote working. 4. Install home offices and provide all necessary training. |
| **Product User Acceptance Criteria:** Customers’ acceptance of completion will consist of the second physical location being completely shut down. Complete installation of all remote workers’ home offices, to include installation of laptop computers, printers, secured network connections, and necessary training. Project Sponsors will accept work completed when all tasks have been completed.  **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, and any other documents required to manage the project.  **Product-related deliverables:** research reports, design documents, software code, hardware, etc.   1. Deliver closed second location. 2. Program all ordered hardware according to project specifications. 3. Install hardware to remote employee home office. 4. Provide proper training to include simple user-end corrective actions. 5. Step by Step technical support process. |