Scope Statement Template

**Directions:** Complete each section below to formalize the Global Treps project.

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| **Project Title:** Global Treps  **Date:** January 23 **Prepared by:** Robert Minson |
| **Project Summary and Justification:** Dr. K, the CEO of Global Treps, has requested this project to begin the organization and begin achieving its goals. The project will lead to the creation of a website and an application that share the same name. It will allow revenue to be off the donations given by investors to the groups they are sponsoring. The budget for the project stands at $130,000. Maintenance costs are expected and will be reevaluated at the start of each year. |
| **Product Characteristics and Requirements:**   1. Give guidelines and templates that assist people in running events. 2. Allow for donations and input to be given during live video of the event while seeing both the participants and investors. 3. Allow for organizations to create tailor-made sites that allow them to seek out participants and investors, accept their applications, and promote those involved. 4. Allow for certain percentages of the donations to be donated back to Global Treps. |
| **Product and Project Acceptance Criteria:** For the project and the goal to be complete. Final versions of the application and website need to be completed, must be completed within six months and within the $130,000 budget. A method in with updates to the application and site are both created and tested needs to be developed. If the project takes longer than six months and or costs more than the $130,000 budget, it can still be considered a success if the extra time and cost investment lead to a payback for Global Treps and its goal.  **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. List and describe each using one or two sentences)**:**   1. Website that allows for all the listed characteristics, requirements, and criteria. 2. Application that allows for all the listed characteristics, requirements, and criteria. 3. Software code that runs website and application. 4. Design documents for website and application. |