**Project Scope Document**

**Project Title: Project Manager Database System**

**Version: 1.0**

**Date: October 30, 2025**

**Prepared by: SO4TECH**

**1. Project Overview**

The **Project Manager Database** is a Microsoft Access–based information system designed to help organizations plan, execute, monitor, and report on multiple projects efficiently.  
The system will serve as a centralized repository for tracking **projects, tasks, team members, resources, deadlines, and budgets**, with built-in forms, reports, and dashboards for project oversight.

An online version will also be developed (using **Access Web App** or **Microsoft Power Apps**) for real-time collaboration and data synchronization through **SharePoint / OneDrive**.

**2. Project Objectives**

* Streamline project tracking and task management.
* Automate reporting on deadlines, budgets, and resource utilization.
* Provide clear visibility into team workloads and project progress.
* Enable role-based access for managers, team members, and clients.
* Integrate with online storage for shared access and cloud backup.

**3. Project Deliverables**

**A. Microsoft Access Desktop Version**

1. **Database Structure**
   * Tables for Projects, Tasks, Employees, Clients, Resources, Milestones, Invoices.
   * Defined relationships with referential integrity.
2. **User Interface**
   * Data entry forms and subforms.
   * Main dashboard (switchboard).
   * Task tracking and project overview screens.
3. **Queries**
   * Summary, parameter, and action queries.
   * Calculated metrics (e.g., task completion, overdue tasks).
4. **Reports**
   * Project summary reports.
   * Employee workload.
   * Client overview.
   * Project financials.
5. **Automation**
   * VBA scripts and macros for data validation, auto-calculation, and alerts.
6. **Deployment**
   * Split database: Front-end (interface) / Back-end (data).
   * Multi-user access via shared drive or SharePoint.

**B. Online Version**

1. **Database Hosting**
   * Microsoft Power Apps or Access Web App.
   * Linked with SharePoint for cloud data storage.
2. **Interface & User Access**
   * Web-based forms and dashboards.
   * Role-based login and permissions.
3. **Synchronization**
   * Automatic syncing with desktop version.
   * Real-time updates and cloud backups.

**4. Project Scope (Inclusions)**

* System design and entity-relationship modeling.
* Table creation and field definition.
* Form and report development.
* Automation using VBA and macros.
* Testing and data validation.
* User manual and documentation.
* Online synchronization setup.
* Deployment and training session.

**5. Exclusions**

* Integration with third-party CRM or ERP systems.
* Mobile app development outside Power Apps framework.
* Advanced analytics dashboards (e.g., Power BI — can be added later).
* API or blockchain integration.

**6. Assumptions**

* The organization will provide access to required project and team data.
* Users will have Microsoft Access 2016+ and/or Microsoft 365 licenses.
* Adequate storage and permission setup will be provided on SharePoint or OneDrive.
* Internet connectivity is available for online synchronization.

**7. Constraints**

* Budget limitations restrict development to Microsoft ecosystem tools.
* Data storage size must remain under Access limits (2GB per backend file).
* User training and adoption period: 1 week.
* Timeline and milestones must be met as defined below.

**8. Project Timeline**

| **Phase** | **Tasks** | **Duration** | **Start Date** | **End Date** |
| --- | --- | --- | --- | --- |
| **1. Planning & Design** | Requirements gathering, ERD design | 1 week | Nov 1, 2025 | Nov 7, 2025 |
| **2. Database Structure** | Create tables, relationships | 1 week | Nov 8, 2025 | Nov 14, 2025 |
| **3. Form Development** | Build forms and navigation | 2 weeks | Nov 15, 2025 | Nov 28, 2025 |
| **4. Queries & Reports** | Develop queries, design reports | 1 week | Nov 29, 2025 | Dec 5, 2025 |
| **5. Automation (VBA)** | Add automation and validation | 1 week | Dec 6, 2025 | Dec 12, 2025 |
| **6. Testing & Optimization** | Data testing, performance review | 1 week | Dec 13, 2025 | Dec 19, 2025 |
| **7. Deployment** | Split database, user setup, training | 1 week | Dec 20, 2025 | Dec 26, 2025 |

**Total Duration:** 7 weeks

**9. Estimated Budget**

| **Item** | **Description** | **Estimated Cost (USD)** |
| --- | --- | --- |
| Database Design & ERD | Planning and modeling | $300 |
| Development | Tables, forms, reports, VBA | $800 |
| Testing & Optimization | QA and bug fixing | $200 |
| Documentation & Training | Manuals, user onboarding | $150 |
| Online Setup | Power Apps & SharePoint integration | $250 |
| **Total Estimated Budget** |  | **$1,700** |

**10. Success Criteria**

* Database meets all defined functional requirements.
* 100% data integrity during testing.
* Users can manage projects, tasks, and resources independently.
* Reports generate accurate summaries.
* Online version syncs correctly with the desktop version.

**11. Approval**

| **Name** | **Title** | **Signature** | **Date** |
| --- | --- | --- | --- |
| Project Sponsor |  |  |  |
| Project Manager |  |  |  |
| Lead Developer |  |  |  |