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| **Project Identification** | | | |
| **Project Name:** |  | **Phase**: | Initiation |
| **Date**: | 12/03/2019 | | |
| **Project Sponsor:** |  | **Version:** | 1.0 |
| **Project Manager:** |  | | |

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| **Business Benefits/Purpose** |
| *Why does XYZ need to undertake this project? What are the business benefits (must be quantifiable and measurable) this project will provide? (Ex.* ***reduced costs, increased communication or efficiency, etc****.)* |

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| **Project Objective / In-Scope** |
| *List the specific requirements or objectives that the project must meet.*  *Address why this project is being done. Start with an explanation of the project, the context around it, and the business objectives it’s trying to solve or expected outcomes.* |

Example:

*This project will allow storage of reclaimed water during the wet season, providing additional reclaimed water during the peak demand. The project will consist of two phases: Phase 1 is to connect the North and South reclaimed water service areas by microtunneling under the Oxford St. Phase 2 is to build a reclaimed water booster pumping station.*

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| **Deliverables** |
| *List specific deliverables (i.e. hardware, software, training, documents, process, procedures, etc.) that the project will create. This list will expand upon the project objective.* |

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| **Technical requirements** |
| *List all of* ***the technical requirements*** *that typically clarify deliverables or define performance specifications.* |

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| **Limits and Exclusions / Out-of-Scope** |
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| *List the specific requirements or objectives that will not be included in this project. These may include deliverables mentioned during initial meetings, but have not been approved by all sponsors.* |

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| **Assumptions** |
| *These are known “unknowns”. List factors that are used to establish initial timing, scope, cost and quality parameters for the project’s success (including the customer’s assumptions).* |

* That the necessary ITS resources will be available for the length of the project.
* That the necessary PMO resources will be available for the length of the project.
* No additional software or hardware is required to support this website update.

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| **Review with Customer/ Acceptance** |
| *This must clearly outline the inspection requirements, testing and validation processes, approval process, client sign-offs and acceptance.* |

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| **Preliminary Milestones** | | |
| *Note: These Milestones are estimates only and are subject to revision as business, functional, and technical requirements are more completely defined in the planning stage.* | | |
| **Phase** | **Milestone** | **Estimated**  **Completion** |
| Initiation | Project Plan, Mock-up of new website | 12.03.19 |
| Planning | Project Template Examples, FAQ Document, PM Request Form | 24.05.19 |
| Execution | Fill in News Section with recent PM articles | 30.06.19. |
|  | QA/Proofread/Upload all content into T4 |  |
| Close-out | Go-live with new website | 21.07.19 |

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| **Project Team**  *Lists the individuals that will be Accountable (A), Consulted (C), Responsible(R) for completing the activity and Informed (I) during this project. Identify one of the Accountable Members as the Project Manager.* |

Example:

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| **Name / Title** | **Role** | **Responsibilities** | **Duties** |
| Jim Smith, Director, Business and Enterprise Services  Michelle Dayton, Manager, ECM & PMO | Project Sponsor(s) | C, I | Project oversight and direction. |
| John Hutchison, Project Manager, Project Management Office  Tommy Hass, Project Manager, Project Management Office | Project Sponsor Functional Lead(s) | A, C, I | Oversight and direction of the projects within regards to X Department.  Responsible for identifying requirements, discussing process design and identifying team members to include, primary point of contact for ITS. |
| Anthony Rivera, Project Management Analyst, Project Management Office | Project Manager | A, R | Managing schedule, resources and communication to ensure that the final deliverables meet the needs of the Project. |
| Roni Rivera, Project Management Analyst, Project Management Office | Business Process Architect | A, R | Identify, define and document the business and system process required to configure X and Y Applications appropriately. |
| ITS Security Team | SME | C | Provide input into the process design |

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| **Project Scope Approval** | | |
| *The following individuals have reviewed and approved this project scope statement.* | | |
| **Name, Title** | **Signature** | **Date** |
| Geoff Moreno, Director, Business and Enterprise Services |  |  |
| Michelle Harris, Manager, ECM & PMO |  |  |

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| **Project Scope Statement Change Log** | | |
| *This table is used to record future changes to the project scope statement as they are identified.* | | |
| **Change Date** | **Requested by** | **Change Description** |
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