

# Project Scope Document

## ABC Website Development Project

### Project Overview

The ABC website development project is a project that aims to design and develop a new website for ABC, a company that sells online courses on various topics. The new website will replace the existing website, which is outdated, slow, and not user-friendly. The new website will provide a better user experience, increase the conversion rate, and enhance the brand image of ABC.

### Project Objectives

The project objectives are to:

- Create a responsive, user-friendly, secure, and SEO-optimized website that meets the client's requirements and the user's needs.
- Deliver the project within the budget of \$50,000 and the timeline of six months, from January 1, 2024 to June 30, 2024.
- Achieve a high level of customer satisfaction and stakeholder engagement.

### Project Scope

The project scope includes the following features and functionalities:

- A homepage that showcases the ABC's value proposition, the course categories, the featured courses, the customer testimonials, and the call to action.
- A course catalog that displays the available courses, the course ratings, the course prices, and the filters and sorting options.
- A course detail page that provides the course description, the course curriculum, the course instructor, the course reviews, and the add to cart button.
- A shopping cart that allows the user to view, edit, and remove the selected courses, and proceed to the checkout process.
- A checkout process that allows the user to enter the billing and payment information, apply a coupon code, and confirm the order.
- A user account page that allows the user to sign up, log in, log out, reset the password, edit the profile, and view the order history.
- A user dashboard that allows the user to access the purchased courses, track the progress, and download the certificates.
- A contact page that provides the ABC's contact information, a contact form, and a map.
- A blog that features the latest news, tips, and insights on various topics related to online learning.

The project scope excludes the following features and functionalities:

- A live chat or chatbot that provides instant support to the user.

- A forum or a community that allows the user to interact with other users and instructors.
- A gamification or a reward system that motivates the user to complete the courses and earn badges or points.
- A subscription or a membership plan that offers the user unlimited access to the courses for a fixed fee.

## Project Deliverables

The project deliverables are the following documents and products:

- A project plan document that defines the project scope, requirements, timeline, and resources.
- A design document that contains the wireframes, mockups, and prototypes of the website.
- A functional website that is coded, integrated, and deployed on the server.
- A test report that summarizes the results of the usability, performance, security, and quality assurance tests on the website.

## Project Milestones and Deadlines

The project milestones and deadlines are as follows:

- Planning phase: January 1, 2024 - January 31, 2024. The deliverable is the project plan document.
- Design phase: February 1, 2024 - February 28, 2024. The deliverable is the design document.
- Development phase: March 1, 2024 - May 31, 2024. The deliverable is the functional website.
- Testing phase: June 1, 2024 - June 30, 2024. The deliverable is the test report.

## Project Team and Roles

The project team and roles are as follows:

- Project Manager: You (the new project manager). You are responsible for overseeing the project, managing the budget, timeline, and resources, communicating with the client and the stakeholders, and resolving any issues or risks that may arise.
- Project Coordinator: Jane Smith. She is responsible for assisting you with the project management tasks, such as scheduling meetings, updating the project status, and documenting the project progress.
- Lead Designer: John Doe. He is responsible for leading the design team, creating the wireframes, mockups, and prototypes of the website, and ensuring that the design meets the client's expectations and the user's needs.
- Lead Developer: Mary Jones. She is responsible for leading the development team, coding, integrating, and deploying the website, and ensuring that the website is functional, secure, and SEO-optimized.

- Lead Tester: Tom Lee. He is responsible for leading the testing team, conducting usability, performance, security, and quality assurance tests on the website, and ensuring that the website is bug-free and ready for launch.

## Project Communication and Documentation

The project communication and documentation tools are as follows:

- Email: The primary mode of communication for formal and official messages, such as project updates, reports, feedback, and approvals.
- Phone: The secondary mode of communication for urgent and important matters, such as issues, risks, and changes.
- Zoom: The video conferencing tool for holding regular and ad hoc meetings, such as kick-off, status, review, and closure meetings.
- Slack: The instant messaging tool for informal and casual communication, such as queries, clarifications, and suggestions.
- Google Drive: The cloud storage tool for storing and sharing the project documentation, such as project plan, design document, test report, and other relevant files.
- GitHub: The version control and collaboration tool for storing and managing the project code, such as source code, scripts, and configuration files.

## Project Risks and Contingency Plan

The project risks and contingency plan are as follows:

- Potential delays: The project may face delays due to unforeseen circumstances, such as technical issues, resource constraints, or scope changes. The contingency plan is to allocate extra time, budget, and resources, and communicate with the client and the stakeholders regularly.
- Scope creep: The project may experience scope creep due to the client's or the user's changing or additional requirements. The contingency plan is to prioritize the critical features, and document and approve any changes in the project scope.
- Technical issues: The project may encounter technical issues, such as bugs, errors, or compatibility problems. The contingency plan is to conduct thorough testing, debugging, and troubleshooting, and use the best practices and standards for coding and deploying the website.
- Customer feedback: The project may receive negative or conflicting feedback from the client or the user. The contingency plan is to solicit and incorporate the feedback in a timely and constructive manner, and ensure that the website meets the client's expectations and the user's needs.