**Step 1**of 4

1)

Project scope defines features, functions, boundaries of project and many other qualities of project are included in project scope.

Defining project scope is important because it defines what is needed to be achieved in project and project’s objectives.

• It is important to estimate cost needed for project and time needed to complete the project.

• Scope of project is important for describing the outcome of project and where project can be applied and used.

**Scope of payroll project: feature** **levels**

• Record all labor’s wages and it automatically calculates monthly salary of all labors including details of tax amount, insurance amount.

• Calculates gross pay, net pay, bonuses, and deductions such as PF and tax amount.

• Calculate pension for retired workers.

• Calculates overtime pay, pay for travelling and sickness.

• Generates salary slip.

• Manage multiple pay runs at the same time.

**Step 2**of 4

2)

Constraints include time, quality, cost, and resources.

**Constraint 1:** 50% of the project must be completed in 2 months and remaining can be completed now or within next year’s quarter.

This constraint is mandatory vs desirable.

Mandatory - 50% of the project must be completed in 2 months.

Desirable – remaining can be completed within next year’s quarter.

**Constraint 2:** checking module to check whether all employees’ payroll transactions are recorded and to maintain accuracy in salaries, calculations of incentives to be included in salary calculation itself in next version of payroll system.

This constraint is present vs future.

Present – checking module to be included.

Future – incentive to be calculated along with salary calculation.

**Constraint 3:** employee database is to be maintained in payroll system and salary appraisals for certain post of employees is to be updated in company’s website.

This constraint is internal vs external.

**Step 3**of 4

3)

To determine the feasibility of this project:

• What are all features included in payroll system and can it provide error free output data?

• What is the cost incurred in developing the payroll system and what are all expenses made for system development?

• What are all programming platforms included in developing payroll system and is it user friendly?

• What database capacity it provides for users?

• How much time taken to develop every module?

**Step 4**of 4

4)

Steps that can be shorten in the preliminary investigation are:

• Step 2 in preliminary investigation is define project scope and constrains. This step can be shortened to some extent because time constraint is already mentioned and time is one of the major constraints.

• Step 5 in preliminary investigation is evaluating feasibility. This includes schedule feasibility, where the completion of project date and time is needed to be scheduled. This feasibility study in evaluating feasibility step can be shortened because date and time constraints are already mentioned.