

Desk Logs

Project Scope Document

Date: JUN 07, 2016

From: Lee Allen

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| **Version** | **Date** | **Author** | **Description** |
| 1.0 | JUN 07, 2016 | Lee Allen | Draft initiated |
| 1.1 | JUN 13, 2916 | Lee Allen | Updated features |

# Project Overview

This project is currently called “Desk Logs,” but will likely change in the final revision of this document. This application will allow the National and Regional desks to better communicate the status of incoming stories, as well as integrating with other, established tools such as the Intake Cards application.

# Project Objectives

* The requested deadline for this project is JUN 30, 2016
* The application will directly replace the desk logs in iNews as a way to track story status across the National and Regional desks
* The application will have a web based front-end, but will leverage a back-end capable of supporting a native application in a future release
* The application will leverage real time updates to show changes made by other users across all open instances of the application
* Live notifications will be displayed to users when changes have been made to relevant items

# Product Scope Description

This application will allow our producers to input “stories” through the use of a web form that can then be tracked throughout its creation process. Relevant users will be notified via an unobtrusive pop-up notification when a story is edited or is assigned to their desk.

Stories will be archived by date, but may not be searchable until a future release.

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| Feature | Description | Must Have | Complete |
| 1.0 | User Created DeskLogs | X |  |
| 2.0 | Real-time updates | X |  |
| 3.0 | Drag and Drop Functionality | X |  |
| 4.0 | User Notifications | X |  |
| 5.0 | Advanced User Permission |  |  |
| 6.0 | Searchable Data Archive |  |  |
| 7.0 | Advanced Reporting |  |  |
| 8.0 | Intake Cards Tie-In |  |  |
| 9.0 | Send2NC Tie-In |  |  |
| 10.0 | iNews Tie-In |  |  |
| 11.0 | VOD Tie-In |  |  |
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# Project Boundaries

This application will be designed with the knowledge that several features will be included in future releases:

* Automated cross functionality with Intake cards, VOD, and Send2NC functions.
* Automated template creation in iNews.
* Advanced report generation and statistical tracking.

# Project Deliverables

The following deliverables will be supplied for this project:

* Initial project scope document
* Final project scope document
* Final functional specification documentation
* Application (Beta)
* Final QA testing script
* Signed QA testing certification
* Application (Production)
* Application instructions

# Product Acceptance Criteria

Each project deliverable will be given a green light before proceeding to the next phase.

# Project Constraints

This project must:

* Be completed no later than June 30, 2016
* Allow producers to discontinue use of the existing iNews desk logs
* Be designed in a way to allow future development easily

# Identified Risks

Factors that may impede this project include:

* The June 30 deadline is aggressive for this scale of project
* Production failures in other projects
* The necessity to design around unknown future releases may take longer than estimated
* User education and adoption may take longer than expected
* Failure of any party to green light phases may delay development

# Scheduled Milestones

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| --- | --- |
| Milestone | Date Range (2016) |
| Initial scope documentation | Jun 7 – Jun 8 |
| Final scope documentation | Jun 8 – Jun 9 |
| Final functional specification | Jun 13 – Jun 14 |
| Application (Beta) Deployment | Jun 24 – Jun 27 |
| Final QA testing script | Jun 27 – Jun 28 |
| Signed QA testing certification | Jun 28 – Jun 29 |
| Application (Production) Deployment | Jun 29 – Jun 30 |
| Staff Education Complete | Jun 29 – Jun 30 |
| Application Go Live | Jun 29 – Jun 30 |
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# Project Specification

The following documents will be provided for this project:

* Project Scope (this document)
* Functional Specification (technical design, application logic, etc.)
* QA test script
* QA testing certification
* Application Instruction Manual

# Approval Requirements

Responsible parties include:

* Sharon Houston: Final project scope, final application (Beta), final application (Production), application instructions
* Joe Fox: Initial project scope document, final functional specifications, final QA testing script, application (production)
* Brian Jandron: Final functional specifications

# Acceptance

Submitters Signature Sponsor’s Signature

[Your Name] [Sponsor’s Name]

[Your Title] [Sponsor’s Title]

Date Submitted Date Accepted