**PROJECT PLAN SCOPE**

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| **PROJECT NO.** | **DATE SUBMITTED** |
| TR6.1 | 14/09/2020 |
| **PROJECT OBJECTIVES** | |
| This project aims to provide new hires a platform to use to improve employee engagement, retention, and lower employee turnover. The system will act as a central repository for the user to store and retrieve documentation electronically. | |

## Step 1. Project Deliverables

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| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1.1 | Initial Meeting with Capability Manager |
| 1.2 | Finalise Project Charter after Client Meeting |
| 1.3 | Create GANTT Chart |
| ~~1.4~~ | Create Project Scope |
| 1.5 | Create Stake Holder Register |
| 1.6 | Create Power V Interest Chart |
| 1.7 | Create Stake Holder Communication Plan |
| 1.8 | Create Work Breakdown Structure |
| 1.9 | Create MoSCoW Chart |
| 1.10 | Create RACI Chart |
| 2.1 | Research into current employee onboarding platforms |
| 2.2 | Research into automation chatbots and their compatibility with other software. |
| 2.3 | Research into instant messaging programs used at work e.g., Slack - and the integration with GitHooks/Github |
| 2.4 | Research into code quality |
| 2.5 | Benefits and drawbacks of code quality in terms of commits |
| 2.6 | Benefits and Drawbacks of AWS LEX in terms of speed, functionality, stability, and cost. |
| 2.7 | Benefits and Drawbacks of SlackBOT in terms of speed, functionality, stability, and cost. |
| 2.8 | Benefits and Drawbacks of AWS Chatbot in terms of speed, functionality, stability, and cost. |
| 2.9 | Research into GitHooks/GitHub and their usability for this project |
| 2.10 | Comparison between SlackBOT, AWS Chabot, and Amazon Lex in terms of speed, functionality, stability, scalability, and cost. |
| 2.11 | Final Compilation of Research and Creation of Draft Poster |
| 2.12 | Refinement and creation of final Poster |
| 3.1 | Setup local environment for GIT CLI |
| 3.2 | Setup JIRA |
| 3.3 | Setup a Slack channel for notification purposes and call it 'Code-Review' |
| 3.4 | Setup Remote 'demo' repository in GitHub (commit/push etc) |
| 3.5 | Configure GitHub SECRETS |
| 3.6 | Unit Test GitHub SECRETS |
| 3.7 | Configure related YAML files |
| 3.8 | Create and configure a CI/CD Pipeline for remote repository. |
| 3.9 | Unit Tests for CI/CD Pipeline |
| 3.10 | Configure and install pre-commit (and dependencies required) |

## Step 2. List of Project Tasks

List all project tasks to be completed, based on the deliverables listed in the previous section. Do not list dates. Add more rows as necessary.

*Alternatively, you can attach your work breakdown structure (WBS) to the scope statement.*

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| **Work breakdown structure (WBS) attached** | | **NO** |  | **YES** | **X** |
| *Provide link, if applicable.* |  | | | | |

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| --- | --- | --- |
| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. …**  **ENTER TASK #** |
| 1 | Project Setup | 1.1-1.10 |
| 2 | Research Question | 2.1-2.12 |
| 3 | Create, Test, and Deploy Application | 3.1-3.10 |

## Step 3. Out of Scope

|  |  |
| --- | --- |
| This project **will NOT accomplish or include** the following: | This project will NOT deliver   1. Support for application 24/7 2. Expansion of the product to cloud services. 3. Will does not save any user data. 4. The project will not be deploying agents on any servers. |

## Step 4. Project Assumptions

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| **NO.** | **ASSUMPTION** |
| 1 | There is an assumption that newcomers will use this to enhance their DevOps Engineer skillset. This will free up time for other members of the team to concentrate 100% on their topic. |
| 2 | The user using the application will have all the information they require through links and be able to self-navigate and correct their issue; whilst learning why it occurred in the first place. |
| 3 | The client will have time to support the project with all the required needs. The lack of this will substantially delay milestones for the project. |

## Step 5. Project Constraints

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| --- | --- |
| **PROJECT START DATE** | 01/09/2020 |
| **LAUNCH / GO-LIVE DATE** | N/A – Project has nothing that is launching or going live |
| **PROJECT END DATE** | 31/03/2021 |
| **LIST ANY HARD DEADLINE(S)** | 31/03/2021 |
| **LIST OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** | N/A – No other key dates required for project |
| **BUDGET CONSTRAINTS** | Budget is within control – in trying to keep costs to low, I will be using free services (Slack) over other paid services (AWS) |
| **QUALITY OR PERFORMANCE CONSTRAINTS** | N/A – Project is not delivering any form of software application |
| **EQUIPMENT / PERSONNEL CONSTRAINTS** | GitHub accounts created and knowledge of GitHub (cloning down etc). |
| **REGULATORY CONSTRAINTS** | N/A |

## Step 6. Updated Estimates

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| **Estimate the hours required to complete the project.** | 302 hours – complexity may come into force. |

## Step 7. Approvals

|  |  |  |  |
| --- | --- | --- | --- |
| **STAKEHOLDER NAME & TITLE** | **ROLE OF STAKEHOLDER / APPROVER** | **DATE SUBMITTED FOR APPROVAL** | **DATE APPROVAL RECEIVED** |
| Greenland, A | Project Client | N/A | N/A |
| Heslop, A | Technical Lead | N/A | N/A |

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