# Vision and Scope Document

**for**

**Team Project**

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**03/20/2015**

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**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Author** | **Reason for Changes** | **Date** |
| **0.1 Draft** | **SL** | **Created Document** | **3/20/2015** |
| **0.2** | **BT** | **Added Updates** | **3/30/2015** |
| **1.0** |  | **Finalized the Scope** |  |

**1. Business Requirements**

**This system will have to send timely notifications to the IT Manager of when employees clock in/out to her personal cell phone. These notifications will also alert the IT Manager if no tutor has arrived to open the labs yet, so that she can react accordingly. The system will also aid in accessing the payroll by sending a bi-weekly report of all the employees accumulated hours for the past two weeks.**

**1.1 Background**

**The need for this system arose out of the IT Manager’s desire to have convenient access to payroll hours and to ensure the labs are open at their appropriate times, whether employees are late, sick, etc.**

**1.2 Business Opportunity**

**The current model in place does not give notifications to the IT Managers cell phone. She now has to walk over to the labs to ensure there is an employee present and the lab is open. With this new system she would not have to deviate from her schedule just to ensure that her employees have arrived to work. Also she currently has to access a separate system from her payroll processing to see what hours the employees have accumulated.**

**1.3 Business Objectives and Success Criteria**

**This system will contribute to indirect savings resulting from the IT Manager’s ability to better use her time to give her undivided attention to more urgent matters.**

**2. Vision of the Solution**

**2.1 Vision Statement**

**To integrate management and payroll tasks allowing more effective and efficient utilization of your most important commodity, time.**

**2.2 Major Features**

**Real time notifications of employees’ arrival and departure**

**Detailed Compiled reports of payroll hours**

**Alert notifications of a closed lab after opening hours**

**2.3 Assumptions and Dependencies**

**<Record any assumptions that were made when conceiving the project and writing this vision and scope document. Note any major dependencies the project must rely upon for success, such as specific technologies, third parties vendors, development partners or other business relationships.>**

**The system must be compatible with current computers, operating systems and Biometric Device.**

**The system must provide login/logout capabilities without the Biometric device.**

**3. Scope and Limitations**

The project scope defines the concept and range of the proposed solution.

**3.1 Scope of initial release**

<Describe the intended major features that will be included in the initial release of the product. Consider the benefits the product is intended to bring to the various customer communities, and generally describe the product features and quality characteristics that will enable it to provide those benefits. Avoid the temptation to include every possible feature that any potential customer category might conceivably want some day. Focus on those features and product characteristics that will provide the most value, at the most acceptable development cost, to the broadest community.>

An initial release has been planned to serve as a proof-of-concept for the final deliverable product. This initial release (R1) will consist of a working demonstration of the framework on which the remainder of the project will be built. R1 will include:

Iteration 1: May 1st 2015

* Complete system design for system iteration 1
* Instructions for installation and integration with MDC client software
* Research
* Software
* Database integration
* Testing

**3.2 Scope of subsequent release**

<If a staged evolution of the product is envisioned over time, indicate which major features will be deferred to later releases.>

**3.3 Limitations and Exclusions**

MDC will take care of getting their Time tracking system to work with our service.

We will deliver a working time tracking service.

**4. Business Context**

This section summarizes some of the business issues around the project, including profiles of major customer categories, assumptions that went into the project concept, and the management priorities for the project

**4.1 Stakeholder Profiles**

Stakeholders are individuals, groups, or organizations that are actively involved in a project, are affected by its outcome, or can influence its outcome. The stakeholder profiles identify the customers for this product and other stakeholders, and states their major interests in the product.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stakeholder** | **Major Value** | **Attitudes** | **Major Interests** | **Constraints** |
| executives | increased revenue | See product as avenue to increase in market share | richer feature set than competitors; time to market | Maximum Budget = $50,000.00 |
| engineers | Integration with existing software | Desire a product that is intuitive, maintainable, and customizable | Good documentation, no undue complexity, and reliability of services | Must be developed with technologies engineers are familiar with |
| Senior Project Team | Educational value | Consider project an opportunity to apply academic and co-op expertise | Completion of objectives using learned software engineering disciplines | Time (20-week senior project duration) |
| Staff advisor | Harmony between project team and sponsors | Receptive as resource for project success | Timely completion of project and meeting of all sponsor objectives | N/A |
| customers |  | Require ease of use and maximization of usefulness | Software must be simple to use and provide time tracking results |  |

**4.2 Project Priorities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Dimension** | **Driver (state objective)** | **Constraint (state limits)** | **Degree of Freedom (state allowable range)** |
| Schedule | Release 1 to be available by 4/30/15, future releases as described in section 3.2 |  |  |
| Features |  | 100% of base functionality must be implemented in R1; other functionality to be further refined |  |
| Adaptability |  |  |  |
| Maintainability |  | Time Tracker must be developed to be easily modified and maintained by MDC staff |  |
| Performance |  |  |  |
| Staff |  | Team size is 5 developers |  |
| Time |  |  | Schedule slippage of more than 48 hours requires schedule revision |

**4.3 Operating Environment**

This system will operate on a Windows machine