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**6.**  A scope statement is an important tool for defining and managing the project's scope, and is typically developed during the planning phase of the project. The scope statement provides a clear and concise overview of the project, including the project's objectives, scope, deliverables, constraints, and assumptions.

Project Title: Using IT to improve the visibility and sales of an organization

Project Objectives:

To improve the visibility of the organization and its products by implementing a comprehensive digital marketing strategy.

To increase sales by implementing an effective e-commerce platform and sales tools

Scope:

The project scope includes the implementation of a digital marketing strategy that includes search engine optimization, social media marketing, and email marketing.

The project scope also includes the development and launch of an e-commerce platform and the implementation of sales tools like CRM, sales forecasting and lead management.

The project scope does not include any changes to the organization's existing business processes.

Deliverables:

A comprehensive digital marketing strategy that outlines how the organization will improve visibility and generate leads.

A fully functional and customized e-commerce platform that meets the organization's requirements.

User manual and training materials for all staff members on the new digital marketing strategy, e-commerce platform, and sales tools.

Constraints:

The project must be completed within 16 weeks.

The budget for the project is limited to ₦2,000,000

The project should not disrupt the day to day business operations.

Assumptions:

Adequate resources including personnel and finances will be provided as needed.

The e-commerce platform will be able to integrate with the organization's existing systems.

Staff members will be willing to receive the training and implement the new system.

It is important to note that the scope statement should be a living document, meaning that it should be reviewed and updated regularly throughout the project. Sharing the scope statement with the project team and stakeholders will help them understand what is expected and what is not in scope. The scope statement will be a part of the final detailed report to the management of the organization. The report will include an overview of the project, a summary of the scope statement and how it was managed throughout the project, any changes made and how it affected the project, the results and success of the project and any recommendations. Additionally, the report will also include the analysis of how the IT solutions improved the visibility and sales of the organization, and the ROI of the project.

**7.** As a project manager of an IT firm, a project budget breakdown would be an important aspect of the project plan and a crucial document to present to the management team. The budget breakdown would provide a detailed listing of all the costs associated with the IT project, including the tools and equipment needed for implementation. The budget breakdown would be developed during the planning phase of the project and would be reviewed and updated throughout the project as needed.

Here is an example of a project budget breakdown for the tools and equipment needed for implementation:

Development Tools and Software: ₦150,000

Testing Tools and Equipment: ₦80,000

Server and Hosting Costs: ₦90,000

Project Management Software: ₦400,000

Cloud Storage: ₦300,000

Other miscellaneous costs like maintenance, support and updates: ₦360,000

-Training and documentation costs: ₦500,000

The total cost for tools and equipment for implementation: ₦470,000

It's important to note that the costs listed above are just examples and are subject to change depending on the specific tools and equipment required for the project, vendor or company choices and location-based pricing.

The budget breakdown would be included in the project report to the management of the organization. The report would also include an explanation of how the budget breakdown was developed, including any assumptions and constraints. It will also include the breakdown of each expense and the reason for the expense and how it is critical to the project, the expected outcome and how it will be tracked. The budget breakdown would be a useful tool for keeping the project on track and ensuring that the project stays within budget.