# Scope Definition Document for Boopas Bagel Deli

## Project Title

\*\*Enhancement of Inventory Management, Production Scheduling, and Wholesale Processes\*\*

## Project Purpose

To refine and enhance the operational efficiency of Boopas Bagel Deli through improved inventory management, streamlined production scheduling, and optimized wholesale processes.

## Project Description

This project will develop comprehensive documentation and systems to manage inventory, schedule production, and handle wholesale orders effectively. The aim is to support the deli's growth, particularly in the wholesale market, while ensuring efficient use of resources and technology.

## Scope of Work

### Inventory Management

- Develop a detailed inventory tracking system for food items, equipment, and supplies.

- Implement a system for monitoring stock levels and predicting reorder points.

### Production Scheduling

- Create a production schedule that aligns with inventory availability and wholesale demands.

- Optimize the production workflow to maximize efficiency and minimize waste.

### Wholesale Process Management

- Establish a client order management system to streamline the addition of orders to production.

- Design a delivery schedule that ensures timely and accurate wholesale order fulfillment.

## Project Deliverables

- A complete inventory management system with documentation.

- A production scheduling template and guidelines.

- A wholesale process management system including client and delivery scheduling.

## Project Boundaries

- The project will focus on internal processes and not cover external marketing or customer acquisition strategies.

- The scope will be limited to the current operational capacity of Boopas Bagel Deli without considering potential expansions.

## Project Constraints

- Limited human resources, with a team comprising the owner and three employees.

- A tight timeline, with immediate needs for wholesale delivery processes and a 5-day target for drafting inventory and production documentation.

## Project Assumptions

- The owner and employees are committed to adopting new systems and processes.

- The technology available through the E5 license will be sufficient to meet the project's needs.

## Acceptance Criteria

- Successful implementation of the inventory management system within 5 days.

- Establishment of production scheduling and wholesale processes that support the immediate start of wholesale deliveries.

## Project Timeline

- Immediate commencement of wholesale deliveries.

- Completion of inventory and production documentation drafts within 5 days.

- Finalization of all documentation and systems within 8 days from project start.

## Approval

- \*\*Project Sponsor\*\*: [Name]

- \*\*Project Manager\*\*: [Name]