

Project Name: Training Guide

Scope Statement

Scope Description

- Self-publish a training guide with exercise files in print and ebook format, and distribute through commercial channels as well as through the company's website

Acceptance Criteria

- The writers will review and mark up each training guide deliverable; for approval, all marked-up corrections must be made
- The company website will include a page for errata for the training guide, which will be updated as readers identify errors in the published guide

Success Criteria

- The training guide will be published through commercial and company channels within two months of software release
- The training guide will break even within six months of publication
- Within six months of publication, the company will obtain at least one new client due to the availability of the training guide

Project Deliverables

- Copyrighted training guide available in paperback and ebook formats through commercial and company channels
- Company website with training guide information and exercise files

Project Boundaries

- Marketing for the training guide is outside the scope of this project
- Software release is outside the scope of this project

Project Constraints

- Training guide must be available within two months of software release
- Budget for expenses and contractors is \$6,000 or less

Project Assumptions

- Software will be released by the end of October
- Author will perform some of the book production tasks to reduce production expense