

PROJECT SCOPE DOCUMENT

Project Name: Password Rotation for shared application accounts	Sponsor: United Parcel Service, UPS
Business Unit Project Director: Brian Bolland	Business Unit Project Leader: James Corbett
IT Project Director: Brian Bolland	Project Manager: Jose Andrew Gonzalez
Requested Start Date: February 4, 2015	Requested End Date: May 6, 2015
Projected Start Date: February 19, 2015	Projected End Date: May 6, 2015
Objective: The goal of this project is to provide automation of password retrieval and rotation for shared application accounts.	
Narrative: Password rotation is required for all applications and shared user accounts for auditing purposes and transaction history stored. Shared user accounts need to be provided with a way to retrieve passwords and document requests by only authorized individuals within a definite period of time. The password retrieval is restricted for each account based on previous authorization to avoid unauthorized password retrieval and provide individual password expiration. The retrieval transaction will be logged, and reports will be available for auditing purposes.	
Risks: Security leaks due to outdated passwords, compromised password retrieval, and people inputting information incorrectly.	
Dependencies: The members of the project will be using .NET MVC 5, .NET WCF Interface, provided mock data.	
Boundaries: (In Scope / Out of Scope) This project focuses on developing a web face for password retrieval, rotation, and other administration activities regarding user accounts.	

Project Deliverables:

The system will provide a web platform for password rotation, retrieval, and other admin purposes.

Users will be authenticated according to their given role and can request password retrievals that must be approved beforehand.

Passwords will be rotated every 24 hours as a minimum.

Project Assumptions:

UPS IT standards will be followed.

Application must function on both mobile and desktop environments.

There will be adequate time and resources allocated for the project.

Estimated Budget:

The project will take 10 weeks to be completed.

Signatures			
Sponsor	Date	Project Manager	Date
United Parcel Service, UPS	2/18/2015		2/18/2015