**PROJECT PLAN SCOPE**

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| **PROJECT NO.** | **DATE SUBMITTED** |
| 123456-78 | 10/31/2023 |
| **PROJECT OBJECTIVES** | |
| The project objective is to automate Excel Property Management's property ledger using a secure web-based solution that minimizes user error and ensures proper authorization privileges. It will provide access to ledger data on any device, implement best IT practices, and include manual auditing features, with exclusive administrator access to logging data, customer data and other restricted data stored in a dedicated Access database.  To enhance security and usability, the system must present as an Excel deployed VBA menu-driven application. Users, apart from the owner/admin (Sparky), should not have the ability to access the raw spreadsheet data. Upon opening, the system must authenticate users and grant role-specific access.  **Non-admin user role permissions:**   * The business analyst must be able to access and generate reports of the various properties individually, grouped, or as a whole through a menu button selection. * Property managers must have access only to a subset of the rentals that are grouped and assigned by Sparky to the specific user. * Property managers must be able to add a new entry into the ledger with a comment for rent received, enter a charge for damages and give credit to the tenant for rent collected and/or materials purchased for the property by the tenant. * Property managers must have a read-only view of the full ledger including the balance. * Property managers must be able to access tenants phone numbers, property address, email address(es), due dates and late fee grace period.   **Admin user role permissions:**   * Upon authentication, the admin must be allowed to select if they want the menu mode or legacy mode. * In legacy mode, the admin must have access to the raw spreadsheet only. * In menu mode, the admin must receive notification of all properties with a lease expiring within 90 days. * The admin must be prompted for any ledger items to be entered based on the date i.e. a new monthly charge for rent based on each properties monthly rent anniversary. * The admin must be prompted to enter an entry for a late fee (fee varies by property) to be applied if rent is past due (can be from 3-5 days from the rent anniversary). * The admin must be able to enter credit for rent or tenant purchases. * The admin must be able to add/close out a tenant from a property. * The admin must be able to add/change roles for the application. * The admin must be able to add a new property to the application. * The admin must be able to assign property groups for reports and access rights of the support staff. | |

## Project Deliverables

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| **DELIVERABLE NO.** | **DESCRIPTION** |
| 1 | **Project Plan Scope**: Outlines the scope, timeline, resources, and budget. |
| 2 | **Requirements Document:** Specifies functional and non-functional requirements, including user stories, use cases, and acceptance criteria. |
| 3 | **Design Document**: Provides detailed technical design information. |
| 4 | **Source code:** Includes Excel VBA and web-based solution code based on previous deliverables. |
| 5 | **Test Plan:** Describes testing strategy and procedures to validate system functionality against stakeholder acceptance criteria. |
| 6 | **User Documentation:** Provides detailed instructions on using the property ledger system, including how to create and manage property records, search and filter records, and other business tasks. |
| 7 | **Administrator Documentation:** Details security mechanisms, including authentication, authorization, access control, and deployment. |
| 8 | **Maintenance Plan**: Outlines ongoing support requirements, including bug fixing, system upgrades, and user support. |

## Project Tasks

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| **TASK NO.** | **DESCRIPTION** | **FOR DELIVERABLE NO. #** |
| 1 | Define project scope, objectives, and requirements. | 1, 2 |
| 2 | Identify project stakeholders, their roles and responsibilities. | 1, 2 |
| 3 | Develop a project plan and timeline. | 1 |
| 4 | Determine resource requirements, including team members and project equipment. | 1, 2 |
| 5 | Create a detailed technical design of the system, including its architecture, database schema, and user interface design. | 3 |
| 6 | Design a user-friendly and intuitive interface. | 3 |
| 7 | Define the security mechanisms including authentication and authorization. | 3 |
| 8 | Develop the Excel VBA code. | 4 |
| 9 | Develop the user interface. | 4 |
| 10 | Develop the web-based solution code. | 4 |
| 11 | Ensure the system meets the requirements and specifications. | 5 |
| 12 | Integrate Excel VBA and web-based components. | 5 |
| 13 | Develop a test plan that outlining the strategy and procedures to validate system functionality. | 5 |
| 14 | Conduct system testing ensuring functionality and requirements validation. | 5 |
| 15 | Perform security testing of VBA vulnerabilities, authentication, and authorization. | 5 |
| 16 | Execute load testing to ensure that the system can handle a large data and high user requests. | 5 |
| 17 | Configure the system in the production environment. | 5 |
| 18 | Conduct user acceptance testing to ensure that the system meets user needs and expectations. | 5 |
| 19 | Create a user manual for support staff to easily reference commands and system instructions as well as a separate administrator manual for the owner and administrative staff. | 6, 7 |
| 20 | System launch, initial training, and support. | 8 |

## Out of Scope

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| This project **will NOT accomplish or include** the following: | * **User Training:** This project plan does not include the development or delivery of ongoing user training sessions. While initial training is essential during the deployment and launch phase, ongoing training is outside the scope of this project. * **Integration with Other Systems:** Project integration with other systems, such as accounting or financial systems, should be considered a separate project with its own distinct scope and timeline. * **Business Process Analysis:** This project plan does not include a comprehensive analysis of existing business processes to identify inefficiencies or areas for improvement. * **Regulatory Compliance:** If the system must adhere to specific regulatory requirements or standards, such as GDPR, the compliance effort may constitute a separate project. |

## Project Assumptions

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| **NO.** | **ASSUMPTION** |
| 1 | It is assumed that the required hardware and software licenses are available and can be acquired without significant delays or issues. |
| 2 | It is assumed that the requisite project data is readily accessible and exists in a format that can be imported into the new system without major data conversion efforts. |
| 3 | It is assumed that the project will not face significant legal or regulatory obstacles that could necessitate substantial revisions to meet compliance requirements. |
| 4 | It is assumed that the system will be recognized as an enhancement over the existing system, and that acceptance will not pose a significant challenge. |
| 5 | As the project relies on third-party components, such as APIs or libraries, it is assumed that these components are stable and do not require significant modifications or troubleshooting. |
| 6 | It is assumed that stakeholders are available and responsive, willing to provide input and feedback throughout the project, and easily reachable when needed. |
| 7 | It is assumed that the software components used for the project, including Excel VBA and the eventual secure web-based solution, are compatible with each other and do not require extensive modifications to integrate. |

## Project Constraints

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| **PROJECT START DATE** | 10/31/2023 |
| **LAUNCH / GO-LIVE DATE** | 03/31/2024 |
| **PROJECT END DATE** | 6/30/2024 |
| **HARD DEADLINE(S)** | Phase 0 – 10/31/2023  Phase 1 – Negotiable based on the timeline we provide below. |
| **OTHER DATES / DESCRIPTIONS OF KEY MILESTONES** | * **Planning and Analysis** **(2-4 weeks):** In this phase, the project team defines the scope of the project, identifies requirements, and creates the project timeline. (Deliverables 1 & 2) * **Design** **(4-6 weeks):** The team designs the system architecture, database schema, user interface, and other relevant components. (Deliverable 3) * **Development** **(8-12 weeks):** The system is developed using Excel VBA as well as a secure web-based solution. This phase includes iterative development cycles and testing. (Deliverable 4) * **Testing and Quality Assurance** **(4-6 weeks):** During this phase, the team will perform testing and quality assurance to ensure system is functionality, security and stability. (Deliverable 5) * **Deployment and Launch** **(2-4 weeks):** The system is deployed to the production environment. (Deliverable 6-8) |
| **BUDGET CONSTRAINTS** | * The project manager will be the sole resource working on Phase 0 solution. The PM will work internally with their management for a schedule, cost and resources needed to deliver phase 1. |
| **QUALITY OR PERFORMANCE CONSTRAINTS** | * The high-level requirements listed above must be supported. * Customer and other critical data must be stored locally in an access database. * The initial report for this phase should show Gross rent collected by quarter or by year and should be able to get this data for each individual property, as well as the defined groups, or for all the rentals. * The system must be website accessible via browser with all data in the database |
| **EQUIPMENT / PERSONNEL CONSTRAINTS** | * The ledger data must be contained in a dedicated Access database. * The system must be able to be used by Sparky in its current manual mode. * Support staff should have the appropriate level of access. * The Business Analyst role should be supported. * The system must be in Excel, VBA with menus vs. Excel based solution. |
| **REGULATORY CONSTRAINTS** | * No regulatory constraints at this time. |

## Approvals

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| **STAKEHOLDER NAME & TITLE** | **ROLE OF STAKEHOLDER / APPROVER** | **DATE SUBMITTED FOR APPROVAL** | **DATE APPROVAL RECEIVED** |
| **Excel Property Management (EPM)** | Parent company | 10/31/2023 | 11/01/2023 |
| **Sparky** | Owner | 10/31/2023 | 11/01/2023 |
| **Vijay Suthar** | Relationship Manager | 10/31/2023 | 11/01/2023 |
| **Hillary Adams** | Project Manager | 10/31/2023 | 11/01/2023 |
| **Hillary Adams** | SW Engineer | 10/31/2023 | 11/01/2023 |

Eby, K. (2019, May 17). *Project Scope Templates.* Retrieved from Smartsheet Web site: https://www.smartsheet.com/content/project-scope-templates