| **General Project Information** | | | | |
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| **Project Name** | | | **Project Must be Complete by** | |
| ***Company Reroute***  System Changes Team | | |  | |
| **Date Prepared** | |
|  | |
| **Project Sponsor** | | **Project Manager** | | |
| Tim Balbo | | Jon Crane | | |
| **Team Members** | | | | |
| Jeff, Sara, Jon | | | | |

| **Scope Statement** |
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| **Business Need and Problem Statement** |
| How do we enter all the changes into Alliant without causing any issues or delays in service. If this is not done timely we could have customers that do not print the next week simply due to timing. Causing massive shortages and specials |
| **Project Goals and Objectives (Deliverables)** |
| Develop the process and timeline to ensure everything is accurate and timely. |
| **Benefits** |
| Customers will be entered into the system ensuring that we do not miss a beat when it comes to printing invoices and loadsheets. |

| **Items to Consider** |
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| **Timing** |
| All changes need to be made the day after the current route is ran but after invoices are created for that day. For example Any Monday customer that will be moving must be keyed on Tuesday after we have created the Friday delivery tickets. |
| **Who is doing Data Entry** |
| This will depend on how many changes need to be made and should be figured out well in advance. The first line is Sara and her team. Should it be determined that more people will be needed Jeff and Zach can help out. If that will still not be enough we may have to bring in some temporary help. |
| **How long will it take?** |
| We determined that each change will take between 30-45 seconds. To make sure that we do not run out of time we should use 45 seconds when determining estimated work time to get the job done. |
| **Re-taping Garments** |
| Jeff can write a query that will automatically flag any garment that is changing route and or day to be retaped. This query will need to be ran each day the day that route is being ran. Example- On Monday he will run the query for any Monday customer with garments that will be changing. (Tuesday on Tuesday and so on) |
| **What is needed** |
| For Data Entry- A list by current route day of any customer that is changing Route, Day, or Frequency  For IT- A list of by current route day of all Garment Accounts that are changing Route or Day |

| ***We agree that this is a viable project, and we will support it.*** | |
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| Date: | Date: |
| **Project Manager** | **Program Manager** |
| Date: |  |
| **Sponsor** |  |