

Jorael Jamison
PROJ100
10/25/2023
Professor T. Lee Williams

Project Definition

Project Overview / Product Description:

The purpose of this project is to enhance the performance and functionality of all computer systems within the organization. This project is essential to ensure the the computer system remains up-to-date and the applications continue to run efficiently. This upgrade will include both hardware and software improvements, enhancing the overall user's experience and increasing productivity by utilizing the latest technology, improving performance, and reducing downtime - ultimately maintaining its competitive edge in a rapidly evolving digital landscape.

Success Criteria

1	Hardware & Software upgrades completed on budget.
2	Hardware & Software upgrades completed on schedule.
3	Hardware & Software upgrades successfully installed without significant issues or disruptions.
4	Hardware & Software upgrades functioning as intended.

Project Boundaries

In Scope (Inclusions) / Deliverables

- Main hardware components of the computer system are included in the scope, including the processor, RAM, storage devices.
- Hardware components pertaining to the network & server infrastructure are included in the scope, necessary to enhance the overall reliability and security of the system.
- All software components of the computer system are included in the scope, including the operating system, and ensuring all essential applications are up-to-date.
- Enhance user experience with the computer systems through support and training with the new interfaces and software.
- All data backed-up prior to initiating any hardware or software upgrades.
- Proper documentation of all hardware and software changes completed.
- Time Constraint: The project must be completed within the agreed upon time frame.
- Budget Constraint: The project must not exceed the agreed upon budget.
- The project must comply with all industry and regulatory standards and applicable laws.
- Quality Standards: All hardware and software upgrades must meet quality control standards.
- All updates and software must adhere to the organizations security policies and procedures.

Not In Scope (Exclusions)	
<ul style="list-style-type: none"> Any hardware or software upgrades exceeding the project's allocated budget. Any non-essential upgrades not required for the basic operations of the organization. Installation of any additional hardware outside of existing infrastructure that is not required or necessary for the operations of the organization. 	

Assumptions		
#	Assumptions:	Impact if False:
A1	Availability of all hardware components in stock from preferred supplier.	Hardware would need to be sourced elsewhere creating potential delays, quality and compatibility issues, and could impact the budget with higher cost.
A2	All computer systems are compatible with the latest hardware & software upgrades.	The need for replacement hardware components or software changes would need to be made outside of the scope, affecting the budget and schedule.
A3	All hardware & software components running smoothly and as intended after installation.	Operational disruptions if software or hardware does not run smoothly, in addition to project delays, increased cost, user frustration, and reputational damage.
A4	System upgrades will all meet the organizations quality control standards, as well as security policies and procedures.	May lead to security vulnerabilities, non-compliance from users, and the need for corrective action.
A5	User training will be sufficient and a smooth transition for implementing the new hardware & software.	May result in user difficulties accessing and utilizing new programs. This can lead to reduced productivity, user frustration, and slower adoption to the upgrades.

Constraints:		
#	Constraint:	Imposed by:
C1	Budget constraints are limited to the extent of hardware & software necessary for the basic operations of the organization.	Project Sponsor or Financial Manager
C2	Time constraints are in place, all phases must be completed within two months.	Project Stakeholders and Management
C3	All computer systems must remain operational during the upgrades, limiting disruptions in the regular operations or productivity of staff.	Project Stakeholders and Management
C4	Regulatory Constraint: All project hardware & software components must adhere to industry standards and applicable laws.	Standards imposed by external agencies and industry standard organizations.

C5	Scope Constraints, essential to remain within the project's scope and objective to ensure the project stays on track and within budget.	Project Stakeholders and Management
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Risks:		
#	Risk	Recommended Action
R1	Hardware components may not be readily available with the preferred supplier.	Do not rely on one source, keep in communication with multiple suppliers, order in advanced and bulk to cut cost, have contingency plan in place for alternative sources and leeway in budget.
R2	Hardware & Software updates may cause compatibility issues.	Ensure all data is backed up before any updates are installed. Conduct research and thorough testing of all components to ensure proper compatibility with current infrastructure.
R3	Pushback from users wanting to keep the old infrastructure.	Provide transparency and effective communication to keep everyone in the loop, emphasizing on the benefits including improved performance and security. Seek user input and concerns and ensure them they will receive proper training afterwards.
R4	Unexpected technical issues after the installation of hardware or software components.	Have IT and Tech Support on standby to promptly address any issues as they arise. Implement thorough testing of all components to ensure compatibility.
R5	Data Loss or Corruption	Implement data backup procedures before any installation of hardware or software. Conduct data integrity checks and have a recovery plan in place to promptly restore services.

Functional Organizations Involved:	
Organization	Participation
IT & Tech Support Department	Responsible for managing all technical aspects of the installation of new hardware and software components, ensuring compatibility and seamless transition with limited interruption of operations. Provides tech support for any issues that may arise during or after installation.

Financial Department	Coordinates the project's budget and financial aspects of the project. Monitors spending to ensure it aligns with the allocated budget and everyone is staying on track. Approves any financial decisions pertaining to expenditures in the project to ensure they align with the scope.
Training Coordinator	Develops and coordinates the training programs for users to ensure they understand how to effectively use the new hardware and software and any questions or concerns are addressed. Relays feedback to management to take into consideration.
Purchasing Department	Manages the procurement and purchasing of all hardware and software components and ensures they align with the projects scope, time, and budget constraints. Will coordinate closely with the financial department.

Project Milestones			
#	Milestone Description	Date	Critical Dependencies
1	Project Kick-Off	11/01/2023	Approval from project sponsor to initiate project and allocate the budget.
2	Hardware Upgrades Complete	11/22/2023	First milestone, all hardware upgrades need to be completed by this date to stay on track.
3	Software Upgrades Complete	12/06/2023	Hardware upgrades need to be completed by 11/22 to stay on track and commence software upgrades.
4	User Training and Transition Period	12/20/2023	Software upgrades need to be completed by 12/06 to stay on track and commence user training and transitional period.
5	Quality Assurance Testing of new system	12/31/2023	All software upgrades must be completed no later than 12/20 to stay on track and commence the QA portion of testing the new system.
	Project Hand-off	01/01/2024	All prior milestones must be completed by 12/31 to ensure a smooth transition of all hardware and software components and initiate a "go live" date of 01/01/24.

Approvals

Project Manager's Signature		
I have prepared/reviewed this Project Scope Statement and ensured the proper consultation with the Project Sponsor, my project team and other Stakeholders.		
Name	Jorael Jamison	Signature <i>Jorael Jamison</i>
Date	10/25/2023	

Project Sponsor's Authorization and Approval		
I have reviewed and agree with the information contained in this Project Scope Statement		
Name	Kyle Winslow	Signature <i>Kyle Winslow</i>
Date	10/25/2023	

Other Approvals		
Name	Corey Richardson	Signature <i>Corey Richardson</i>
Role:	IT Department & Help Desk	
Date	10/25/2023	
Name	Kathy Miller	Signature <i>Kathy Miller</i>
Role:	Training Coordinator	
Date	10/25/2023	
Name	Michael Scott	Signature <i>Michael Scott</i>
Role:	Purchasing Department Manager	
Date	10/25/2023	

Work Breakdown Structure (WBS)

