| Project Overview Statement | *Project Name*<br><br>XYZ Project | *Team Name*<br><br>XYZ Team | *Project Managers*<br><br>Rickie Brannon<br>Robbie Brown<br>James "Jim" Douglas<br>Deborah Obasogie<br>Elizabeth Tunstall |
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*Problem/Opportunity*

XYZ Training Institute is currently using Microsoft Excel to store and manage student data. This has resulted in inaccurate distribution of student information and ineffective production of student services.

*Goals*

1. To make it easy to enroll students and track the enrollments and potentially run the reports to strategize the offerings in the future by summer semester July 10, 2011 within budget.
2. To make it easy for the advisors to provide information to the potential students.
3. To make it easy to enroll students, and to run reports in the future to understand what kind of students take what classes and hence market to the right audience.

*Objectives*

1. To increase efficiency and effectiveness of student data by 80% within 1 year.
2. To expand customer base 60% by year end.
3. To improve the current method of student data traceability and reduce system redundancy.

*Success Criteria*

1. Accurate student data being housed, updated, and retrieved from a central database. One location for all student data increases the efficiency and effectiveness of the data.

2. Increased ability to market to a wider student base based on the needs and profiles of existing students enabling XYZ to increase its customer base.

3. Easing of the enrollment process for students. Students should be given "suggested courses" during the registration process based on existing profiles and degree roadmaps improving student's effectiveness in managing their education.

4. Easing of the recruiting process for advisors when courting new students. Advisors should easily be able to determine degree roadmaps and provide accurate timely information to prospects.

*Assumptions, Risks, Obstacles*

1. There is a business need to develop an automated student management system.
2. Solution will meet cost estimates and schedule constraints.
3. The solution will meet a specified quality benchmark requirement.
4. Loss or negative effect on operations as a result of business interruption, unavailable systems
5. The timeframe for the schedule is a major obstacle as solutions will have to integrate within the school's academic year.
6. Migration of existing data to database and going live from test environment.
7. Current software expertise of existing staff and migration of skill sets to new environment requires excellent front – end analysis of knowledge groups to create criterion referenced training modules.
8. Current business process (legacy process) to lean automated process creates change process which affects business and organizational environments.
9. School infrastructure will have to be update to support software requirements.