

**XN PROJECT: PROJECT SCOPE (GROUP)**

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## PROJECT SCOPE

### **Introduction**

To maintain a professional project's workload, the team must have work boundaries to avoid stretching the work into unnecessary areas. By defining the project's goal and objectives, teams focus on where they need to concentrate their efforts.

### **Project needs**

The team's needs for this project are to find business answers and insights to the provided dataset. This information could have actionable results if Yeoman Technology group wanted to put it into action. Though the team won't directly present to YTG, the results need to be packaged in a concise and clear format.

### **Scope Description**

The scope of this project is to find through Exploratory Data Analysis where the team needs to focus their analysis to provide YTG with the most actionable operational decisions. Right now the team is pursuing two paths. The first path is to focus on the five most popular brands and find correlation between spending and profit to determine the best recommendations. The second school of thought is to focus on the five smallest brands to have the greatest percentage of change. That change could be affected in either gross profit or in gross unit sales.

The success of the project will be whether the YTG clients enact any of the recommendations. This is measured via a change in profit or unit sales. If there is a measurable positive change in either category, the team's work was accurate and successful.

Achieving these results would be ideal but realistically it is outside the scope of class expectations.

Because all our work comes directly from the dataset provided by YTG, all of the work is directly related to this project.

A compressed timeline like this one works well for this type of project. The primary gain from a compressed timeline is focusing the team and preventing the members from delving into too many rabbit holes looking for the exact answer. The primary goal is to provide general insight and then finalize the results. With the final draft due in four weeks, the team should be finalizing research no later than this time next week. From then on, the goal should be putting together the presentation and further refinement of the analysis.

### **Expectations and Acceptance**

Acceptance comes strictly from the feedback of the sponsor. The team needs to realize that this feedback, good or bad, is necessary for growing the analytics toolbox. Feedback is not to be taken personally; every team member had a hand in the creation of the product. The goal is to get something in front of the client, then to adjust and improve from there.

### **Constraints**

The primary constraints to this project are limited access to our sponsor. We have the data that we have and are expected to use that. This limitation works in the favor of analysis because nobody is reaching out asking for more data.

### **Identifying Changes**

Beyond this point, changing anything in this scope would create work that the team frankly would not have time to complete. Any recommended changes, unless the changes are necessary to bring proper focus onto the primary goal, should be taken into consideration for future projects. Due to the impending closure of the class timeline, there would not be time to add on additional work.

### **Stakeholder Analysis:**

Primary Stakeholders: YTG, Course Instructor, Project Team.

Interest Management: Regular updates, feedback sessions, and final presentation to ensure all stakeholders are aligned with the project's progress and outcomes.

### **Ethical Considerations:**

Ensure ethical handling of data, maintaining confidentiality and integrity in analysis.

Follow academic and professional guidelines for data usage and reporting.

### **Stakeholder Engagement and Feedback Integration:**

An essential aspect of our project is the continuous engagement with key stakeholders to ensure alignment with their expectations and requirements. Regular feedback sessions will be conducted to gather insights and validate our findings. This iterative process will help in refining our analysis and ensuring that the final deliverables meet the desired standards of quality and relevance. By fostering open communication channels and being receptive to constructive criticism, the team aims to enhance the value of our recommendations, thereby increasing the likelihood of their successful implementation by the Yeoman Technology Group.

### **Keys to Successful Project Management for the Project**

#### *Agreement on Acceptable Quality Level*

For our project, the acceptable quality level involves providing clear, actionable insights from the dataset that can be potentially implemented by Yeoman Technology Group (YTG). We aim to deliver high-quality analyses that meet both academic and professional standards, which entails thorough data exploration, robust analysis techniques, and clear, concise reporting of findings.

### **Implementation:**

**Quality Metrics:** Define specific quality metrics such as accuracy of analysis, clarity of insights, and actionable recommendations.

**Validation:** Regular feedback sessions with the course instructor and peer reviews to ensure the quality of work.

### ***Budget for Project Costs***

Although our project lacks a financial budget, we must efficiently manage the resources we have, including time, data, and access to tools and technologies, to deliver the project on time.

### **Implementation:**

**Resource Management:** Allocate time for different phases of the project (data cleaning, analysis, report writing, and presentation preparation).

**Tools and Software:** Utilize available tools like R for data analysis and ensure all team members are proficient in their use.

### ***Accepted Time Period***

The project has a clear deadline: the final draft is due in four weeks. This requires a structured project plan with milestones and deadlines for each phase.

### **Implementation:**

**Timeline:** Create a detailed project timeline with specific deadlines for completing data analysis, drafting the report, and preparing the presentation.

**Milestones:** Set milestones such as completing data exploration, identifying key insights, and drafting initial recommendations.

### ***Interdependence of Quality, Budget, and Time***

These three aspects are interconnected. Maintaining high quality within the limited time frame requires efficient use of resources and adherence to the project schedule.

### **Implementation:**

**Balance:** Ensure that the pursuit of quality does not lead to delays, and that the project stays within the timeline by avoiding unnecessary complexities.

## Practical Implementation in Our Project

### *Project Planning and Tracking*

Using project management tools can help in planning and tracking our progress, and can be useful for setting tasks, deadlines, and monitoring progress.

#### **Implementation:**

**Task Management:** Use a task management platform to assign tasks, set deadlines, and track progress.

**Project Tracking:** Regular updates and meetings to track progress and address any delays or issues promptly.

### *Financial Documentation*

While we do not have a financial component, the principle of maintaining clear documentation applies to our data handling and analysis processes, ensuring transparency and ease of review.

#### **Implementation:**

**Documentation:** Maintain thorough documentation of all analysis steps, decisions made, and changes in the project scope. This includes maintaining code scripts, data transformation steps, and rationale for analysis methods.

### *Stakeholder Engagement*

Regular engagement with stakeholders, such as the course instructor and peer reviews, ensures that the project stays on track and meets expectations.

#### **Implementation:**

**Feedback Sessions:** Schedule regular feedback sessions with the course instructor and incorporate the feedback into the project.

**Communication:** Maintain open communication channels within the team and with stakeholders to ensure alignment on project progress and objectives.

## Conclusion

By incorporating these successful project management principles, our project will be well-organized, focused, and capable of delivering high-quality, actionable insights to YTG. Setting clear quality standards, managing our time and resources efficiently, and maintaining regular stakeholder engagement are key to the success of our project.

**Reference**

Jamaledine, R. (2017, March 31). *6 Steps to Successfully Define the Scope of a Project.*

potential.com: <https://www.potential.com/articles/project-scope/>