**The outcome-driven project scope** Segment 1: Management

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| Segment 1: Management | Segment 2: Hourly Employees | Segment 3: Payroll Manager |
| Minimize time required to track hours across the org. | Minimize the errors in reporting hours | Minimize misunderstandings of time sheet records |
| Minimize compliance issues | Minimize time to enter hours | Minimize time resolving payroll discrepancies |
| Minimize employee dissatisfaction and morale | Minimize incorrect employee data in the new system during migration | Minimize compliance issues |

a. From employees: “Can you make the time of the alert sent to remind me that my hours are due configurable? I’d like to be notified by 4:30 pm of my local time; right now I get the notification at 9 am, when I don’t yet know how many hours I’ll spend in each account, so it’s easy for me to forget to submit my hours in time.”

**Approved: This outcome will affect the accuracy of the timesheet. An alert at the right time in the day would allow the employee to update the timesheet accordingly.**

b. From management: “We have noticed that the field that indicates the billable account for the hours worked is often wrong because the system pre-populates from the previous day and the employee may not realize it needs updating. Can you remove the default value and require employees to always enter the account to prevent mistakes caused by the field being automatically filled ?”

**Approved: If management is bringing this up it may be a problem. This change would not be costly in terms of resources.**

c. Payroll manager: “It would be nice to have a dashboard that showed statistics such as how many employees failed to submit their weekly hours by the deadline, so we can monitor issues with employee timesheets being late and avoid having to pay based on an estimate that later needs to be adjusted.”

**Rejected: This is scope creep. A dashboard can require considerable time to build. An alert sent out at 4 pm along with a reminder before the employee logs off will address this problem.**