

Project Scope Document

March 1, 2013

Project Name:	Agile Project Management at Harvard Business School (Project 5040)
Project Manager:	Sam Dowd
Class:	MGMT-5040: Project Management of Information Technology
Semester:	Spring 2013

HARVARD EXTENSION SCHOOL

Statement of Work:

Project 5040 is about researching and presenting the Agile Project Management Methodology and how it is applied in a real-world IT setting in Harvard Business School's Information Technology Group, hereafter known as ITG. Project 5040 is comprised of two parts. The first is to study the Agile Project Management Methodology and present its history, some strengths and weaknesses as a methodology, as well as use cases involving benefits and drawbacks. The second part is to look at how Agile Project Management is used in ITG. This part will explore the structure of the PMO, the composition of each Agile team, and some perspectives from members inside and outside of the PMO on the effectiveness and efficiency of Agile in ITG.

Scope Statement:

Inside the scope for this project:

1. Research on Agile Project Management as a methodology
 - i. What is it?
 - ii. Its history.
 - iii. How it became popular.
2. Research on Agile Project Management in ITG
 - i. Analysis of the PMO in ITG, including its formation, structure and the composition of its agile teams
 - ii. Interviews with members of ITG who are both in the PMO and outside of the PMO to gather feedback and perspectives on Agile Project Management

Out of scope for this project:

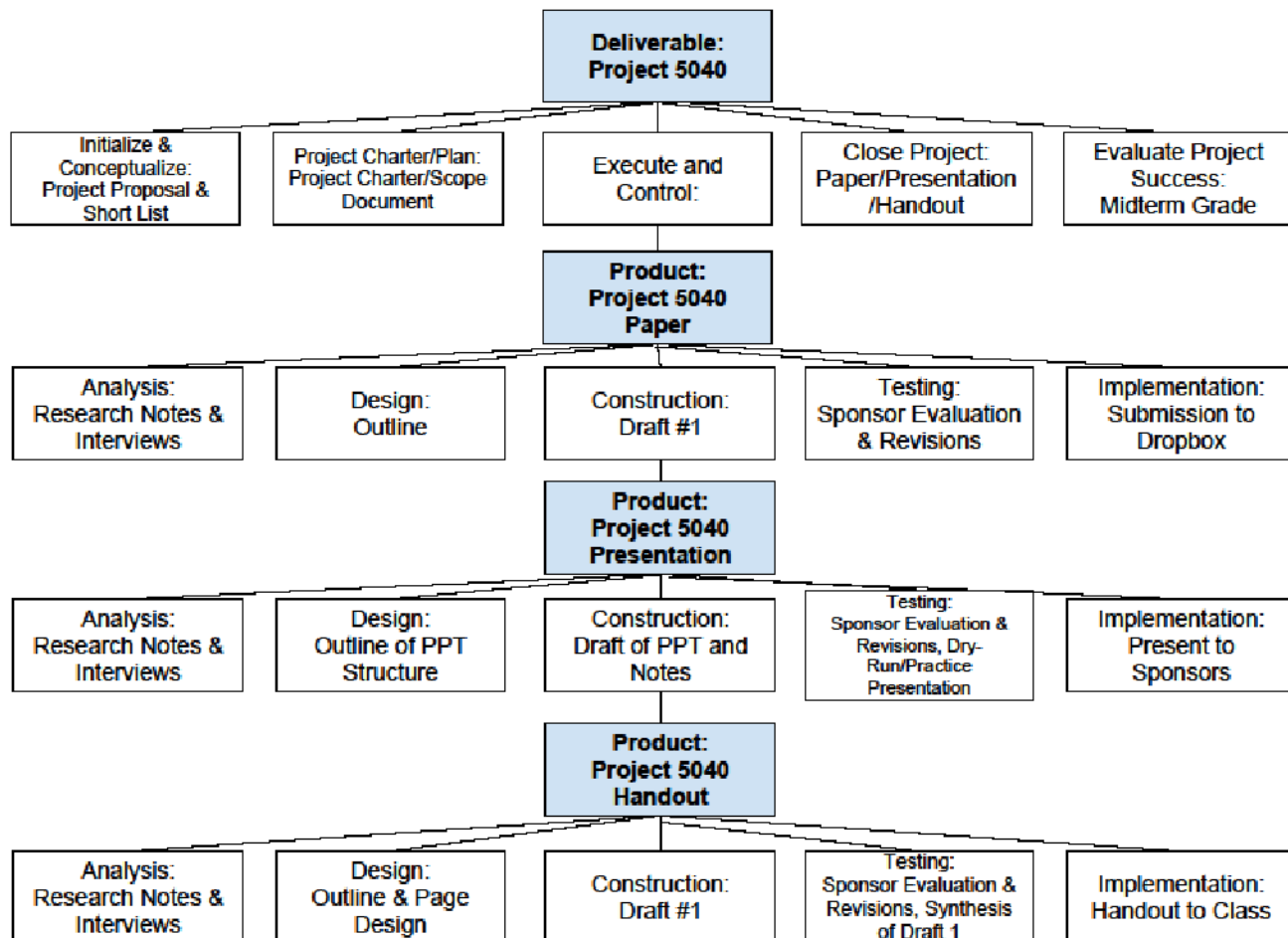
1. Agile Project Management use cases anywhere other than ITG.
2. Analysis or research into other project management methodologies in play in ITG.

Deliverable Definition Table

Deliverable	Structure	Standards	Approval Needed By	Resources Required
Project Proposal	Document	A simple statement on the project topic.	Project Manager	Project Manager
Project Charter	Document	As defined in the Marchewka textbook.	Project Manager	Project Manager
Project Scope Statement	Document	As defined in the Marchewka textbook.	Project Manager	Project Manager
Summary Handout	Document	As defined in the syllabus. 1 page, brief summary explaining to the sponsor what is in it for them. Hard copy will be provided to the Project Sponsor.	Project Manager and Project Sponsor	Project Manager and Project Sponsor
Presentation	Presentation	As defined in the Syllabus. No more than 5 minutes. Using appropriate visuals.	Project Manager and Project Sponsor	Project Manager and Project Sponsor
Paper	Document	As defined in the Syllabus. No more than 10 pages.	Project Manager and Project Sponsor	Project Manager

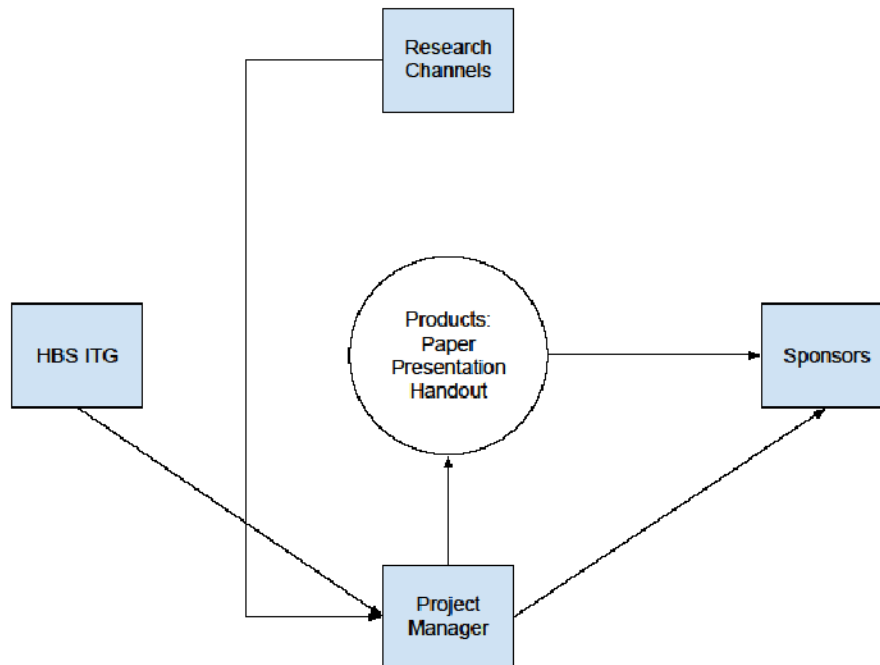
Deliverable Structure Chart:

Project 5040: Deliverable Structure Chart



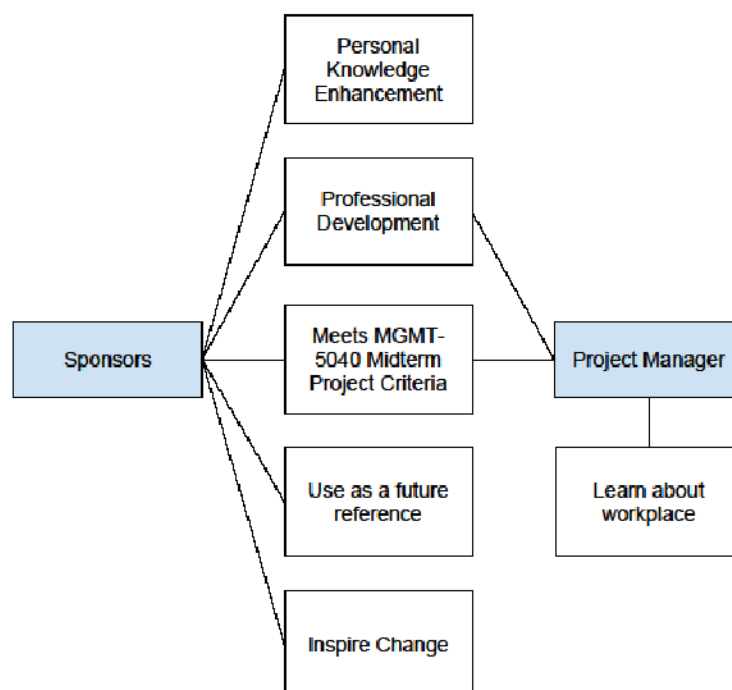
Data Flow Diagram:

Project 5040: Data Flow Diagram




Use Case Diagram

Project 5040: Use Case Diagram



Acceptance and Approval

Project Manager:  Date: 3/2/2013

Project Sponsor: _____ Date: _____