

Course Project – Project Scope Statement

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Course.

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PROJECT SCOPE STATEMENT

Written by: Shaun Pritchard

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Position Held: Project Manager

PROJECT OBJECTIVE

- Document the overall objective of the project

DELIVERABLES

- List the documented deliverables of the project

MILESTONES

- List all the milestones for the project (customer or internal)

TECHNICAL REQUIREMENTS

- List any and all technical requirements of the project

LIMITS AND EXCLUSIONS

- List any and all limits and or exclusions to the project

CUSTOMER REVIEW

- Document any and all customer reviews for the project

The logo for SacTactical, featuring the company name in a white serif font centered within a dark gray rectangular box.**Memo**

To: Executive team
From: Shaun Pritchard
cc: Research and Development
Date: August 16, 2020
Re: Project update

Introduction: SacTactical has been recently been awarded a \$1,500,000 contract for the development of a specialized operations unit backpack. This pack will be designed to spec as a Backpack with built-in refrigerated pouch and highly advanced radio modules. This product will be used by the US military Ground Forces as well as Special Operations forces for use in tactical environments. This means there is no room for failure on this project and we must all give 110% to get this product into production.

We have 1 year to complete this contract and supply 200 units in total. 100 units will be assigned to Ground Forces and 100 units will be assigned to Special Operations distributed to ARO of 50 deliverables every 3 months. We are being hired to create a high-quality product that is delivered on time and under budget with the following constraints such as Milestones, deadlines, and possible future supplemental.

Customer: U.S. Army, Ground Forces and Special Operations

Initial program action items

Below are the following action items for this project (Project Smart, 2020):

- Assemble proper resources into a use case and pre-kickoff for the project
- Plan a kickoff with shareholders and team to verify scope, budget, and timeline
- Set up a project budget.
- Develop project lifecycle plan
- Set up project time tracking and billing
- Set up block and UAT testing dates
- Set up project tracking and billing

Project Risks / Risk Mitigation strategies (Open Text BC, 2020):

1. Cost management
 - a. SacTactical has only been allocated \$1,500,00 we need to set up a lifecycle that utilizes appropriate budget constraints while implementing the project. We should also allocate

a resource fund of 10% of the initial contract amount for backup and emergency funding until we reach final ARO.

2. Quality control

- a. This is one of the most important aspects we must adhere to. We are creating a product that can effectively cost lives of US soldiers. We must implement standards planned testing of the product on a continuous schedule before releasing product pages for UTA

3. Scope Creep

- a. It is parallel that SacTacticle does not deviate from the exact specifications of the client unless otherwise specified and properly planned and budget by shareholders. This could be costly to not only the companies time but resources and budget.

4. Communication

- a. We need to mitigate complete asynchronistic communication with the client to be notified about any changes in design or implementation of the project. Not hearing these demands could cause risk to go overtime with project or possibly over budget.

5. Time management

- a. A schedule will be developed with a prompt timely focus. without these deadlines could be missed causing delays in production and deliverables to client

Memo Conclusion: This is the project we have been waiting for all year. With the proper careful planning implementation, communication, and resource management We will meet the client's demands. SacTactical needs every employee to put on their game faces. This is the real deal, and we need every employee on the same page ready to follow the recommended schedule, keep all lines of communication open, and ready to get the job done on time and with minimal complications. We have established open lines of communication with our client at the US Army to establish a functional design and implementation for the product.

References

- Open Text BC. (2020). overview-of-project-planning-project-management. In O. T. BC, *Project Management* (p. 300). USA: <https://opentextbc.ca/projectmanagement/chapter/chapter-8-overview-of-project-planning-project-management/>. Retrieved from <https://opentextbc.ca/projectmanagement/chapter/chapter-8-overview-of-project-planning-project-management/>
- Project Smart. (2020). *10 RULES OF HIGHLY SUCCESSFUL PROJECT MANAGEMENT*. Retrieved from <https://www.projectsmart.co.uk>: <https://www.projectsmart.co.uk/10-rules-of-highly-successful-project-management.php>