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|  | General Project Information | | | | | | | | |
|  | **Project Manager:** | | | | **Bhupinder Singh** | | | | |
|  | Budget Information | | | | | | | | |
|  | Estimated Budget: $45,000 (Phase 1 Development, Testing, and Deployment) The budget covers resource costs for one Project Manager, two Software Engineers, one Database Engineer, and one QA Engineer over a 12-week timeline. | | | | | | | | |
|  | Scope | | | | | | | | |
|  | **In Scope:**  - Phase 0: Development of an Excel VBA-based rental ledger for property data entry and reporting. - Phase 1: Development of a secure, web-based property management system with authentication, user roles, database integration, logging, and reporting. - Admin and Property Manager access control. - Business Analyst reporting functionality. - Deployment of the application with database backup and audit logging. | | | | **Out of Scope:**  - Mobile app version. - Integration with third-party accounting systems. - Advanced predictive analytics or AI features. - Automated email notification system. | | | | |
|  | Main Success Criteria/ion | | | | | | | | |
|  | - Reduction of data entry errors by 90%. - Secure, role-based web access for all users. - Reliable data backup and reporting functionality. - Completion of all milestones within a 12-week schedule and approved budget. | | | | | | | | |
| Project Milestones with Timeline | | | | | | | | | |
| • Week 1–2: Project Planning and Requirements Analysis • Week 3–6: Phase 0 – Excel VBA Prototype Completion • Week 7–9: Phase 1 Alpha and Beta Releases (Web App) • Week 10–12: Production Release, User Training, and Handover | | | | | | | | | |
|  | External Dependencies | | | | | | | | |
|  | - Microsoft Excel and Access database for legacy mode (Phase 0). - Web server and cloud hosting environment for Phase 1. - Availability of test users from EPM staff for UAT. - Timely approval from Sponsor and IT Manager. | | | | | | | | |
|  | Assumptions | | | | | | | | |
|  | - Project team members remain available throughout development. - Management will approve and fund the proposed infrastructure. - All legacy Excel data can be migrated to the new web database. - Stakeholders will provide feedback within two business days during testing cycles. | | | | | | | | |
|  | Constraints | | | | | | | | |
|  | - Fixed 12-week schedule for both phases. - Limited budget for external tools or licensing. - Limited technical knowledge of support staff may require additional training. - Must comply with local data protection and privacy regulations. | | | | | | | | |
|  | Roles and Responsibilities (Partial List) | | | | | | | | |
|  |  | **Name** | | **Department** | | | **Telephone** | **E-mail** | |
|  | Project Manager | Bhupinder Singh | | IT Project Management | | | (555) 342-2123 | Singh123@gmail.com | |
|  | Sponsor | Sparky Williams | | Executive Office | | | (555) 124-4134 | Sparky.williams@gmail.com | |
|  | Backend Developer | Kusha Sharma | | Software Engineering | | | (555) 873-7862 | sharma.kusha@gmail.com | |
|  | Frontend Developer | Aman Kaur | | Software Engineering | | | (206) 121-1381 | kaur.amana@gmail.com | |
|  | Database Engineer | Emily Chen | | Data Services | | | (912) 121-3731 | chen.emily@asu.edu | |
|  | QA Lead | Lisa Gomez | | Quality Assurance | | | (907) 133-8321 | lisa.gomez@outlook.com | |
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| 6. Sign-off | | | | | | | | | |
|  | | | Name | | | Signature | | | Date |
| Executive Sponsor | | | Sparky Williams | | | ***sparkywilliams*** | | | 11/08/25 |
| Department Sponsor | | | Junior Jackson | | | ***juniorjackson*** | | | 11/09/25 |
| Project Manager | | | Bhupinder Singh | | | ***Bhupinder singh*** | | | 11/10/25 |
|  | Approach | | | | | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | 5.1 Primary Plans - Will the project have formal written plans – i.e., project schedule, budget, quality, risk, etc.? Describe briefly in the space below: | | | | | Formal written plans will be created and stored in the shared project repository.  This includes:   * A Project Schedule outlining milestones, dependencies, and resource assignments. * A Quality plan defining code-review procedures, testing standards, and acceptance criteria. * A Risk Plan identifying technical and operational risks with mitigation strategies.   This Project Manager (Bhupinder Singh) will review all plans weekly and update the Sponsor on progress and changes. | | | | | 5.2 Scheduled Status Meetings(Insert rows as needed): | | | | | Meeting | Purpose | | Frequency | | Weekly Development Meeting | Review Sprint progress, blockers, and task ownership. | | Every Friday | | Stakeholder Review Meeting | Present milestone outcomes (Alpha, Beta, and Production). | | End of each iteration | | Risk & Quality Review | Discuss open issues, QA results, and risk mitigation. | | Every other Wednesday | | 5.3 Scheduled Status Reports(Insert rows as needed): | | | | | Report | Purpose | | Frequency | | Weekly Progress Report | Summarizes accomplishments, risks, and next week's goals. | | Weekly | | Milestone Summary Report | Details the results of each release (Alpha, Beta, and Production) | | End of each iteration | | Final Project Report | Documents full deliverables, testing results, and sign-off summary. | | Every other Wednesday | | **Briefly describe how each of the following will be handled. Provide links to relevant documents as appropriate. Modify example text provided or enter your own.** | | | | | 5.4 Issue Management: | | All project issues will be tracked and managed through a shared Issue Log maintained in the team’s project repository. Each issue will include a description, severity level, owner, target resolution date, and current status.   * **Logging & Tracking:** The Project Manager will log all issues reported by developers, testers, or stakeholders. Each issue will be assigned a priority (Critical, High, Medium, Low) and categorized as technical, design, or process related. * **Resolution Workflow:** issues will be reviewed during the weekly status meeting. The responsible engineer or team member will provide updates, and the resolution will be documented before closure. * **Escalation:** Any issue that risks project delay or affects data integrity will be escalated to the Sponsor within 24 hours. * **Reporting:** A summary of open, resolved, and high-priority issues will be included in each bi-weekly status report.   This approach ensures transparency, accountability, and timely resolution throughout both Phase 0 (Excel Ledger) and Phase 1 (web application) development. | | | | | | | | | | |
| 7. Notes | | | | | | | | | |
| This project scope document builds upon the approved project charter. Phase 0 established the Excel VBA solution, while Phase 1 transitions to a modern, secure, web-based system. All requirements, milestones, and assumptions have been validated with the project stakeholders. | | | | | | | | | |