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| Work tracking tool |
| October 4, 2023 |

# Overview

## Project background and description

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| Badge Tick1 with solid fill | When my office team tries to track how a day is spent in the office, our current planner tool isn't providing that visibility, and it doesn’t provide any insights such as how often we change our due date, the progress of a task, or the time spent on a task. So, we decided to track manually in a spreadsheet. At that time, I thought of developing a customized tool that would serve our needs. |

## Project scope

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| Badge Tick1 with solid fill | A web- based application will be the scope of this project. A new web- based server will be used for hosting the application. Mobile application will not be in this project scope. The web application will have following |

## High-level requirements

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| --- | --- |
| Badge Tick1 with solid fill | Describe the high level requirements for the project. For example: |

The new system must include the following:

* Ability to allow both internal and external users to access the application without downloading any software
* Ability to interface with the existing data warehouse application
* Ability to incorporate automated routing and notifications based on business rules

## Deliverables

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| Badge Tick1 with solid fill | List agencies, stakeholders or divisions which will be impacted by this project and describe how they will be affected by the project. |

## Affected parties

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| --- | --- |
| Badge Tick1 with solid fill | List business processes or systems which will be impacted by this project and describe how they will be affected. |

## Affected business processes or systems

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| Badge Tick1 with solid fill | Describe any specific components of the processes or systems that may be affected by this project. |

## Specific exclusions from scope

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| Badge Tick1 with solid fill | Describe any specific components that are excluded from this project. |

## Implementation plan

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| Badge Tick1 with solid fill | Describe how you plan to implement the project. For example, will all parts of the project be rolled out at once or will it be incremental?  What will be included in each release? |

## High-level timeline/schedule

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| Badge Tick1 with solid fill | Describe what the high level timeline/schedule will be to plan, design, develop and deploy the project. Generally, by when do you expect this project to be finished? |

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

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| Name | Title | Date |
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| Approved By |  | Date | Approved By |  | Date |