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| Project Name | Project Summary | Date Submitted | Created By |
| Stanford Institute | This project aims at creating a website for a training institution based in the UK, which offers trainings on various subjects and advanced programs geared at meeting both individual and organizational needs. They currently have a physical location but want to migrate their services to become fully virtual.  The website is aimed at creating a platform where both student and staff can communicate, collaborate, teach and learn hitch free, it’s also geared towards creating visibility for the business, attracting candidates and business owners in need of the services the business provides, thereby generating revenue. | 4th July 2022 | SI002 BA TEAM |

## Step 1. Project Deliverables (Requirements)

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|  | Deliverable | Description |
| 1 | TESTIMONIAL | This section displays/contains reviews from past students of the institute, with the aim of convincing prospective students and other site visitors about their positive experiences and results |
| 2 | CONTACT US | This feature provides information on the best ways to reach Stanford institute for any enquiries one may have. |
| 3 | TERMS AND POLICIES | This feature gives the institute the opportunity to set its rules (within applicable law) of how its service may be used including, but not limited to things like copyright conditions, privacy policy, cookie policy, and the governing law of the institute. |
| 4 | SOCIAL MEDIA LINKS | In addition to the Contact Us feature, the links to the Social Media platforms will redirect users to the individual social media account of the institute to facilitate communication and engagement. |

## Step 2. Out of Scope

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| This project **will NOT accomplish or include** the following: | LANDING PAGE, ACCOUNT, BLOG, TRAINING PROGRAMS, JOBS AND CAREERS, FAQS, RESOURCES, ABOUT US, PAYMENT, EVENTS |

## Step 3. Project Assumptions

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| S/n | Assumption |
| 1 | THE COST OF THE PROJECT IS £75,000 AND EVERYONE WORKING ON THE PROJECT WILL BE PAID PRO-RATA |
| 2 | THE PROJECT WILL DELIVER VALUE AND MEET THE CUSTOMERS’ NEEDS |
| 3 | THE PROJECT WILL BE COMPLETED AND DELIVERED WITHIN 12 WEEKS |
| 4 | THE RISK OF TRANSFERING WEB DOCUMENT FROM LOCALHOST TO THE WEB DOMAIN |

## Step 4. Project Constraints

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| Project Start Date | 7TH MAY, 2022 |
| Launch/Go-Live Date | 19TH AUGUST, 2022 |
| Project End Date | 19TH AUGUST, 2022 |
| List any hard deadline(s) | NONE |
| List other dates/descriptions of key milestones | 10TH MAY, 2022 BA WORK PLAN  17TH MAY, 2022 PRODUCT REQUIREMENT DOCUMENT  25TH MAY, 2022 PROJECT REQUIREMENT DOCUMENT (USER STORY & AC)  8TH JUNE, 2022 PROCESS MAP  15TH JUNE, 2022 WIREFRAME  25TH JUNE 2022 AZURE DEVOPS (BACKLOG UPLOAD) |
| Budget constraints (Enter information about project budget limitations) | Total (maximum) project budget: £75,000  Maximum budget for key project deliverables: N/A |
| Quality or performance constraints (Enter any other requirements for the functionality, performance, or quality of the project) | THE WEBSITE MUST BE RESPONSIVE AT ALL TIME AND ON ALL DEVICES  SYSTEM MUST PROVIDE 99.9% UPTIME  CMS MUST NOT BE PRONE TO SQL INJECTION |
| Equipment/personnel Constraints (Enter any constraints regarding equipment or people that will impact the project) | ONLY ONE DEVELOPER IS AVAILABLE FOR THE ENTIRE PROJECT/TEAM, THIS MAY HAVE AN IMPACT ON THE DELIVERY TIME. |

## Step 5. Approvals

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| S/N | Role of Approver | Submitted for Approval on: | Approval Received on: |
| 1 | PROGRAM MANAGER | 4TH JULY, 2022 |  |
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Attach any additional documentation.

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