

PROJECT SCOPE

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Justification:

The proposed supplier portal will allow for greater visibility into the order lifecycle by assisting purchasing and inventory control departments, which can help reduce inventory and operating costs.

Product scope description:

The CT Electronics Supplier Web Portal project includes:

- an Internet system for both internal and external use
- allows access for users internal to the company and external users at the top suppliers
- new EDI mappings that add:
 - Tracking numbers
 - Pallet IDs
 - Estimated ship dates
 - PO text to suppliers
 - Lot/batch numbers
 - Expiration dates
- a compliance link application
- direct linkage and feed between ERP and Warehouse systems
- a nonconforming queue
- an enhanced receiving process
- an enhanced put-away process

Acceptance criteria:

- Project will be as per specification and of high quality
- Project will not exceed the time and budget allocated.
- Suppliers will agree to use our new web portal.
- 24x7 system support will be provided internally (users) and externally (suppliers & customers).
- The cloud hosting service provider will be reliable and secure.

Deliverables:

- Supplier Web Portal System
- User Accounts
- EDI Maps
- Compliance link test application
- Integration of ERP and Warehouse systems

Project Stakeholders:

- Suppliers
- Customers
- Employees
- Financial approvers
- Procurement staff
- Procurement leadership
- Training Manager

Project Exclusions:

- Any continuing support / maintenance for the portal and related deliverables is not considered part of this project.
- The portal will not include any flash content.

Constraints:

- Projected roll out by May 31st 2016.
- Budget will fall within \$400,000.
- Five member team.
- Deployment cannot impede Receiving Department for longer than 2 business days.

Assumptions:

- Five person staff working at 80% dedicated time.
- Staff working hours will be on an 8:00am-5:00pm CST schedule.
- Adequate contacts have been established at suppliers to ensure assistance.
- Stakeholders will attend meetings and trainings to provide feedback and learn the new system.
- Marketing will assist with the branding of the external facing aspects of the web portal.