**PRELIMINARY PROJECT SCOPE**

**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

**Deliverables:**

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

**Project Stakeholders:**

* Suppliers
* Customers
* Staff/Employees

**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.