PROJECT SCOPE

Contents

[**Justification:** 2](#_Toc444242062)

[Product scope description: 2](#_Toc444242063)

[Acceptance criteria: 2](#_Toc444242064)

[Deliverables: 3](#_Toc444242065)

[Project Stakeholders: 3](#_Toc444242066)

[Project Exclusions: 3](#_Toc444242067)

[Constraints: 3](#_Toc444242068)

[Assumptions: 4](#_Toc444242069)

# **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.