**Project Scope Statement**

**Project Name:**

“The relocation of Toyota Motor Company from California to North Texas (Plano)”

**Date:**

09/26/2021

**Project Work Statement**

Location plays a crucial role for a company to sell its product effectively and efficiently. Various costs are involved in maintaining the office premises. These costs are both internal and external. No matter how well a company may be doing, keeping in check the flow of costs involved in planning, management, maintenance, spillovers, third-party costs, production, etc. play a pivotal role in driving the company forward. The purposes behind moving the company from California to North Texas (Plano) are highly focused on cost reduction of the company and the desired outcome is to do so in an uncomplicated manner.

**Key Deliverables**

**1.** Successfully moving from Torrance to Plano and keeping in check the brand value attached to the company while making the move.

**2.** A labor report of the market showing the local talent available and comparable compensation

**3.** A report/presentation for current employees focusing on the economics of the region that show the real estate market, local inflation, and school ratings.

**4.** A report showing the tax break from the state/country and subsidized access to utilities

**5.** Presentation on the ease of connectivity with the other parts of the country and explaining the local transportation facilities available in Texas.

**Key Milestones**

Planning the entire project and finally drafting out the flow of how the project will move forward is the basic step. This would also involve the various if's and but's that may be raised by the major stakeholders or the key company representatives. Taking care of the funding, site location, having appropriate consultants on board, and securing the client approvals are initial steps to it.

Once all of this has taken place effectively would the milestones fall in line as follows:

**1.** Approval from the Texas State government for setting up the plant.

**2.** The people responsible for the setup and delivery of the new plant must be hired which will take care of all the design, construction, painting, flooring, etc.

**3.** Setting up all the wiring and the required networks essential for any company. This would also ensure keeping all the things from the previous plant and adding on to some extra requirements as demanded or suggested by the IT professionals.

**4.** Ensuring a secure environment for the employees and setting up all the essential security systems for the same.

**5.** Reviewing the site and rectifying it if needed.

**6.** Setting up and choosing a smooth path for shifting the items from the old plant to the new one.

**7.** Making sure that all the goods have been properly relocated and replacing the ones that may have been damaged during the process to finally mark the shifting process complete.

**In Scope Items**

**1.** Setting up a new base that would be easily accessible to everyone and keeping in mind the location with respect to its plants in the southern states to foster a collaborative and closer work environment.

**2.** Furnished well enough and location connected with mostly all means of transportation to not affect the employees working in any manner.

**3.** It caters to the needs such as lower tax rates, climate regulation, and transportation costs of both the employees and the products being produced.

**4.** Restructuring the company policies to assist the majority, if not everyone, in shifting to the new base.

**Out of Scope Items**

**1.** Any natural calamities or worldwide outbreaks may not be catered to in the project.

**2.** The project may not be ready for any spontaneous restrictions coming up from the government.

**3.** Although major security checks would be kept in mind but some security breaches may still be left unattended.

**4.** The project will have some damage reimbursement funding but it still may not be enough for major failures during the project.

**Constraints**

**1.** Some stakeholders may still be unwilling or dissatisfied with the shifting process.

**2.** There may be employees which are unwilling to make a shift.

**3.** It is practically impossible to have just one contractor working on such a big project. Thus, there may be instances where there are conflicts of interest among the contractors.

**4.** Despite keeping a proper workflow, there may still be a risk of some unforeseen circumstances which may delay the timely finishing of the project.

**Assumptions**

**1.** The majority of the stakeholders in the company and the top management agrees to the shift

**2.** Availability of sufficient funds to fulfill the requirements of the project.

**3.** Public data and the statistics related to it is available forming the basis of the relocation.

**4.** The city council is available as and when required for the legal procedures of the shifting process.