1. The approach for collecting requirements for the project described in the Running Case is the formation of a requirements traceability matrix. This includes the following:

|  |  |
| --- | --- |
| Requirement | Details |
| Budget | Working capital, Long term capital |
| Labor requirements | At different levels |
| Time and schedule | Work breakdown structure |
| Scope of the project | Strategic objective |
| Material | Material requirements |

2.

Scope Statement

|  |
| --- |
| Project Title: Running caseDate: Prepared by:  |
| Project Justification: Required to implement the Recreation and Wellness Intranet Project  |
| Product Characteristics and Requirements:1. Technology based
2. Capital intensive
3. Long term and strategic benefits
4. Short deadlines
 |
| Summary of Project DeliverablesProject management-related deliverables: business case, charter, team contract, scope statement, WBS, schedule, cost baseline, status reports, final project presentation, final project report, lessons-learned report, and any other documents required to manage the project.Product-related deliverables: research reports, design documents, software code, hardware, etc.1. Project plan and scope statement
2. Design of the software
3. WBS and schedule
4. Budget and cost baseline
 |
| Project Success Criteria: 1. Completion on time and within budget2. Improved intranet facilities in Recreation and Wellness Intranet Projects  |

3.



4.



