Complete the project scope statement, project management plan and pareto chart based off of the project charter that is provided for the project. The requirements for each component of the documents are listed separately underneath each requirement. Use Notional names and values based off of the project charter.

# Project Scope Statement

# Introduction

*Provide a two paragraph, high level executive summary of the project, expanding on the summary provided in the project charter*

# Project Purpose and Justification

*Provide a two paragraph summary of the purpose and justification of the project, expanding on the justification provided in the project charter*

# Scope Description

*Describe all currently known characteristics of the project’s product or service. All details may not be known at the onset of the project and this may be progressively elaborated as the project moves forward. This section should contain descriptions of what is included in the product or service as well as the desired outcome of the project.*

# High Level Requirements

*Describe the currently known high-level capabilities of the solution to be met by successful completion of the project.*

# Boundaries

*Identify what should be included in the solution as well as what should not be included.*

# Strategy

*Describe the strategy/approach the project team will use in executing the project. Is this to be a “traditional” staged project, or will it require adaptive planning and control such as rolling wave or Agile Development? If traditional, what are the development/deployment stages? If rolling wave, how will you roll the wave? How will you manage change?*

# Deliverables

*Describe the currently known high-level products or outputs that solution is intended to provide.*

# Acceptance Criteria

*Describe the measurable criteria which must be met for the solution to be considered complete and accepted by management.*

# Constraints

*Describe the limitations that the project faces due to funding, scheduling/time, technology, or resources.*

# Assumptions

*Describe the factors affecting the project that are believed to be true but that have not verified to be true.*

# Risk Analysis and Mitigation Strategy

*Describe any currently known high level risks for the project and associated mitigation strategies.*

# Cost Estimate

*Provide an estimate of the funding which will be needed to successfully complete the project, utilizing the table below…*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expense** | **Estimated Budget** | **Expended to Date** | **Estimate to Complete** | **Variance** |
| Labor |  |  |  |  |
| Internal |  |  |  |  |
| External |  |  |  |  |
| Software |  |  |  |  |
| Hardware |  |  |  |  |
| Other  |  |  |  |  |
| Total |  |  |  |  |

**Project Management Plan**

**PROJECT NAME:** [Operation Congregation Connectivity]

**PROJECT DESCRIPTION:** [one paragraph description of the project]

**BUSINESS JUSTIFICATION:** [one paragraph describing the business need for the project]

|  |
| --- |
| **Project Manager and Key Stakeholders**  |
| Name | Role | Position | Contact Information |
|  |  |  |  |
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**REQUIRED DELIVERABLES:**

* [the deliverables, in bullet form]

**KEY DEFINITIONS AND ACRONYMS**

* [project-specific definitions of terms and acronyms, in bullet form]

**ORGANIZATIONAL CHARTS**

[org chart of stakeholders and team members]

**PROJECT RESPONSIBILITIES:**

* [responsibilities of key stakeholders, in bullet form]

**MANAGEMENT OBJECTIVES:**

* [management objectives, in bullet form]

**PROJECT CONTROLS:**

* [controls used to manage scope and change, in bullet form]

**RISK MANAGEMENT:**

* [Notable Risks and how they will be managed, in bullet form]

**PROJECT STAFFING:**

 [staffing requirements for the team]

**SCOPE MANAGEMENT SECTION**

**Key Deliverables:**

* [deliverables and expected dates, in bullet form]

**WORK PACKAGES:**

* [work packages from WBS needed to produce the deliverables, in bullet form]

**PROJECT SCHEDULE SECTION**

**SUMMARY SCHEDULE:**

* [high level schedule of milestones and key deliverables, in bullet form]

**BUDGET**

**SUMMARY BUDGET:**

|  |
| --- |
| Cost Estimate for Dave's Bar & Grill POS System |
|   | # Units/Hrs. | Cost/Unit/Hr | Subtotals | WBS Level 2 Totals | % of Total |
| **1. Project Management Costs** |   |   |   |  |  |
| [project manager] |  |  |  |   |   |
| [development team] |  |  |  |   |   |
| [other stakeholders] |  |  |  |  |  |
| **2. Hardware** |   |   |   |  |  |
|  |  |  |  |  |   |
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| **3. Software** |   |   |   |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **4. Testing (10% of total hardware and software costs)** |   |   |  |  |  |
| **5. Training and Support** |   |   |  |  |  |
|  |  |  |  |   |   |
|  |  |  |  |   |   |
|  |  |  |  |   |   |
| **6. Reserves (20% of total estimate)** |   |   |  |  |  |
| **Total project cost estimate** |   |   |   |  |  |
|  |  |  |  |  |  |  |