

Project Scope Statement Template

Project Scope Statement

Title	Timesheet Reporting Tool	Date	June 08, 2017																	
Project Manager	Nicole Hansen																			
Project Justification	The Timesheet Reporting tool will be the creation of a user-friendly web based application. The application will automate the process of tracking the daily time entries made by employees																			
Project Scope Description	The timesheet reporting tool will be used as a tracking tool to review the time entries by the Information Technology employees globally																			
Project Objective	To create a tool to track the timesheet entries for all the Information Technology employees																			
High Level Requirements	• User access for the tool granted to all employees • Admin access to support team • Report generation access to project managers • Enable users to remotely access the tool • Standard templates for all reports TECHNO-PM PROJECT MANAGEMENT TEMPLATES																			
In Scope	• Multi – level approvals for timesheets • Timesheet tasks addition to the tool by Admin access users • 'Copy Previous Week' timesheets feature • Access tool via Desktop																			
Out of Scope	• New project/task addition to the tool by managers • Connectivity with HRMS to update employee leaves automatically • Role based task list template • Access tool via mobile and tablet																			
Cost Estimate	<table><tr><th>Cost Item</th><th>Estimated Project Cost</th><th>Actual Spend</th><th>Cost until completion</th><th>Variance</th></tr><tr><td>Software</td><td>\$2300</td><td>\$900</td><td>\$1400</td><td>NA</td></tr><tr><td>Hardware</td><td>\$5000</td><td>\$1500</td><td>\$3500</td><td>+/- 1000</td></tr></table>					Cost Item	Estimated Project Cost	Actual Spend	Cost until completion	Variance	Software	\$2300	\$900	\$1400	NA	Hardware	\$5000	\$1500	\$3500	+/- 1000
Cost Item	Estimated Project Cost	Actual Spend	Cost until completion	Variance																
Software	\$2300	\$900	\$1400	NA																
Hardware	\$5000	\$1500	\$3500	+/- 1000																

Simple Project Scope Document

James Marion, Tracey Richardson



Simple Project Scope Document:

The Complete Project Management Methodology and Toolkit Gerard M. Hill, 2009-10-15 Written by one of the nation's most highly regarded project management mentors The Complete Project Management Methodology and Toolkit provides a combined project and business management solution that any can be readily applied in any industry by both novice and certified project managers Aligned with common business practices Gerald Hill's method shows how to keep on schedule maintain areas of responsibility and evaluate a job's progress from conception to completion The text also offers a methodology implementation guide that gives additional insight into the recommended activities that can be customized to meet the needs of individual organizations *Project Success* Emanuel Camilleri, 2016-04-08 The issue of what defines project success or failure is complex and often elusive and dependent on the perceptions of different stakeholders In this enlightening book Emanuel Camilleri examines the key factors bearing on perceived success or failure This book is not just about project management it goes much deeper into the topic of project success by prescribing a project success framework In chapters dedicated to factors such as leadership teams communication information management and risk management the author shines a light on the key behaviours in which project managers and others engage and how those behaviours predict success or failure Practising project managers project board members and sponsors struggling to manage conflicting stakeholder expectations complexity and ambiguity will learn which factors are vital to determining successful outcomes Finally having highlighted the particular skills abilities and attributes identified by the research Dr Camilleri offers a diagnostic model for assessing an organization's preparedness for undertaking and successfully managing major projects Project Success provides a valuable contribution to the literature on this subject and its application delivers practical guidance that will be welcomed by project professionals at all levels **Project Management** James W. Marion, 2018-02-06 The Guide to the Project Management Body of Knowledge published by the Project Management Institute provides a roadmap of 47 processes designed to support project managers in all phases of project management The sheer number of processes and their allocation across process groups and knowledge areas may leave project managers in a quandary about where to start and how to apply the many components of project management processes What is lacking is a simple explanatory guide for the layman that clarifies the big picture of the Project Management Body of Knowledge PMBOK This explains where a project manager should begin when managing projects and how the project manager can easily make use of the PMBOK framework to progress from an initial idea to a project schedule Managing Projects With PMBOK 7 James Marion, Tracey Richardson, 2022-08-26 This book provides a simple explanatory guide for the layman that clarifies the big picture of the PMBOK The Guide to the Project Management Body of Knowledge PMBOK published by the Project Management Institute provides a roadmap of performance domains designed to support project managers in all phases of project management The sheer number of models methods and artifacts may leave project managers in a quandary about

where to start and how to apply the many components This book provides a simple explanatory guide for the layman that clarifies the big picture of the PMBOK , Project Management for Small Projects, Third Edition Sandra F. Rowe,2020-08-25 Project Management for Small Projects shows you how to tailor bureaucratic planning processes to a sleek minimum while still keeping your project running like a well oiled machine The Project Management Body of Knowledge PMBOK recommends tailoring the planning processes to fit the size of your project but it doesn't always fully explain how Using too much process can be as detrimental to a project as not using a process at all For years this book has helped managers of small projects design processes that are neither too big nor too small but just right It provides simplified but compliant tools for immediate use in managing small projects And since most small projects tend to be similar in structure or outcome a template for one project can be used for future projects This new edition of Project Management for Small Projects has been updated to align with the latest PMBOK In addition there is new material on Agile project management and on the essential leadership skills for small project managers

The Complete Idiot's Guide to Project Management Sunny Baker,Kim Baker,G. Michael Campbell,2003 This fully updated edition features new templates forms and examples and complies with official PMI and PMBOK standards for project management Project Management for the Built Environment Low Sui Pheng,2017-10-27 This book presents the fundamentals of project management as applied in the built environment and more specifically for the construction industry It presents the project management body of knowledge PMBOK using practical examples to show how various project management principles and concepts can be applied in practice Providing study notes for students and aspiring project management professionals in the construction industry each of the 13 chapters includes a set of comprehensive revision questions that allow readers to reflect on what they have learned The book offers an introduction to what project management is all about as well as the project life cycles stakeholders and organizations involved It explains the project management processes and how these processes are applied in integration scope time cost quality human resource communications risk and procurement management It concludes with ethics and professional conduct in the project management profession

Essential Articulate Studio '09 Patti Shank,Jennifer Bircher,2009-06-18 Essential Articulate Studio 09 is designed to help novice to intermediate users of Articulate Studio 09 get the most from using these tools Presenter Engage Quizmaker and Video Encoder to develop quality informational and instructional materials It was written with the following goals in mind Help new users get up to speed as quickly and painlessly as possible Assist users of previous versions of Articulate Studio and previous versions of Presenter Engage and Quizmaker in capitalizing on improvements made to these tools in the 09 versions Provide tips and tools that make information presentation and instruction faster easier and better Help new and previous users develop information and instruction that is more valuable for the intended audience s This book is unique because it can serve as both a tutorial for the Studio 09 products and as a primer on designing and building good information and instruction with these tools The

advice and insights are practical and take into account the we need it yesterday environments that most people who use these tools operate in Many books about online learning discuss how to build good instruction but this book actually shows you how to build it using some of the best authoring tools in the industry **Project Management for Small Projects** Sandra R. Rowe PhD, PMP,2015-04-01 Important New Tools for Managing Your Small Projects As Part of a Larger Program The first edition of Project Management for Small Projects introduced project management processes tools and techniques that are scalable and adaptable to small projects Project managers learned a structured disciplined approach to managing small projects sensibly and realistically This new edition is updated throughout to reflect the PMBOK Guide Fifth Edition balancing the particular needs of small projects with the project management methodology Project managers who are proficient at managing and leading their own projects are increasingly being called upon to work collaboratively with other project managers to lead components of a program In addition to knowing how to manage processes and how to lead the team project managers must now also know how to collaborate and share knowledge with other project managers A new chapter on program management offers important insights and guidance for managing a group of related small projects in a coordinated way to obtain benefits and control not available from managing them individually **Project Management ToolBox** Cynthia Snyder Dionisio,Russ J. Martinelli,Dragan Z. Milosevic,2025-01-22 Comprehensive on the go toolkit for professional project managers updated to reflect the tools necessary for today s predictive adaptive hybrid work environment Project Management ToolBox is a go to reference for on the job project managers and advanced students of project management providing a contemporary set of tools and explaining each tool s purpose and intention development customization and variations Examples tips and variations guide readers through the application of these tools The Third Edition led by bestselling project management author Cynthia Snyder Dionisio has been updated to offer a contemporary set of tools to reflect changes in project management learning and practice This edition includes several new chapters that reflect today s predictive adaptive and hybrid work environment New content includes the project canvas project roadmap procurement strategy risk responses and more The book is structured to follow the flow of projects starting with project selection project origination planning implementation monitoring and closure Within each section there is a wealth of tools examples tips and variations to tailor the use of the tools Sample topics covered in Project Management ToolBox include Economic methods such as payback time net present value and internal rate of return Identifying analyzing and communicating with project stakeholders Plans for eliciting managing and specifying requirements along with a matrix to tracing requirements Work breakdown structures network diagrams critical path method and critical chain method Exploring emerging topics within the world of project management and keeping up to date on the latest most relevant subject areas Project Management ToolBox is a must have resource that enables project managers to improve outcomes deliver quality products and meet stakeholder expectations **PMP Project Management Professional Exam Study Guide** Kim

Heldman,2011-08-16 Completely updated for the 2011 version of the PMP exam If you re preparing for the Project Management Professional PMP exam this thorough book is what you need Not only does it reflect the very latest version of the exam it is written by popular project management expert Kim Heldman author of the five previous editions of this top selling book and it also includes a CD with practice exams exam prep software electronic flashcards and over two hours of additional audio review All exam objectives as well as essential PMP topics concepts and key terms are covered Prepares candidates to take the Project Management Professional PMP exam as well as the Certified Associate Project Management CAPM exam both offered by the Project Management Institute PMI Covers all exam objectives plus a wide range of Project Management topics concepts and key terms Uses real world scenarios and How This Applies to Your Current Project sidebars to fully illustrate concepts Includes an invaluable CD with testing software practice exams electronic flashcards and over two hours of audio review Serves as a valuable go to book to keep on hand even after the exam Project management is a desired skill in today s IT marketplace PMP Project Management Professional Exam Study Guide Sixth Edition can help you prepare CD ROM DVD and other supplementary materials are not included as part of the e book file but are available for download after purchase CAPM PMI PMP and Project Management Professional are registered marks of the Project Management Institute Inc *PMP Project Management Professional Exam Deluxe Study Guide* Kim Heldman,2015-03-16 Thorough PMP exam prep with plenty of hands on practice PMP Project Management Professional Exam Deluxe Study Guide is your all in one preparation toolkit for the premier project management certification Updated to cover the latest PMBOK and PMP exam this book contains detailed discussion on a wide range of project management topics concepts and key terms providing full coverage of all exam material Each chapter includes hands on exercises based on real world scenarios and sidebars that explain how the information presented applies to your current project Comprehensive review questions allow you to assess your level of understanding so you can pinpoint and strengthen weak areas before exam day The online learning environment features electronic flashcards additional practice questions over two hours of audio instruction and review plus two bonus CAPM exams that give you a glimpse of what you can expect when you prepare for the Certified Associate in Project Management certification Gain confidence with Sybex Get up to speed on 100% of the exam outline Apply the material to your current project Test your skills with leading edge prep software Get a feel for test day with two bonus practice exams If you re ready to showcase your abilities and move to the next level of your career PMP Project Management Professional Exam Deluxe Study Guide is the exam prep companion you need to succeed PMI PMBOK CAPM PMP and Project Management Professional are registered marks of the Project Management Institute Inc **Project Management ToolBox** Russ J. Martinelli,Dragan Z. Milosevic,2016-01-05 Boost your performance with improved project management tactics Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition offers a succinct explanation of when where and how to use project management resources to enhance your work With updated content that reflects key

advances in the project management field including planning implementation control cost and scheduling this revised text offers added material that covers relevant topics such as agility change management governance reporting and risk management This comprehensive resource provides a contemporary set of tools explaining each tool s purpose and intention development customization and variations and benefits and disadvantages Additionally examples tips and milestone checks guide you through the application of these tools helping you practically apply the information you learn Effective project management can support a company in increasing market share improving the quality of products and enhancing customer service With so many aspects of project management changing as the business world continues to evolve it is critical that you stay up to date on the latest topics in this field Explore emerging topics within the world of project management keeping up to date on the latest most relevant subject areas Leverage templates exercises and PowerPoint presentations to enhance your project management skills Discuss tips reporting implementation documentation and other essentials of the project management field Consider how project management fits into various industries including technology construction healthcare and product development Project Management ToolBox Tools and Techniques for the Practicing Project Manager Second Edition is an essential resource for experienced project managers and project management students alike

Beginning Visual Basic 2005 Thearon Willis,Bryan Newsome,2005-10-13 After a brief introduction to Visual Studio 2005 and the Net Framework the expert authors introduce readers to the fundamentals of the Visual Basic 2005 language End of chapter exercises help readers to quickly learn to build rich and professional looking applications for Microsoft Windows intranets and the Internet and mobile devices Offers thorough coverage of the new Visual Studio 2005 tools and features Covers object oriented programming creating custom controls working with databases creating menus and working with graphics Addresses building class libraries Web services and NET remoting and deploying applications

Communications Writing and Design John DiMarco,2017-04-17 Communications Writing and Design is an integrated project based introduction to effective writing and design across the persuasive domains of communication Build a strong foundation of core writing and design skills using professionally designed examples that illustrate and reinforce key principles Readers learn and analyze techniques by creating 15 projects in marketing advertising PR and social media with the help of strategy suggestions practical tips and professional production techniques Written by an experienced professional and teacher with a focus on the cross disciplinary nature of contemporary communication work Learning is reinforced through a variety of pedagogical features learning objectives helpful mnemonics real life projects and applications chapter references for further study and end of chapter summaries and exercises A companion website with multimedia slides exam questions learning videos and design guides provides additional learning tools for students and instructors *Project+ Study Guide* William Heldman,Lona Cram,2004-11-19 Here s the book you need to prepare for the latest version of CompTIA s Project exam This Study Guide was developed to meet the exacting requirements of today s certification candidates In

addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers Choice Awards this book provides Clear and concise information on project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution s business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere

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