## **Project Scope Statement Template**

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 accessfor 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  TECHIO-PM  TECHIO-PM		
In Scope	Multi – level approvals for time sheets     Time sheet tasks additions to the tool by Admin access users     'Copy Previous Week' time sheets 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 Item Estimated Project	Actual Spend	Cost until Varian

\$2300

\$5000

Software

Hardware

Cost Estimate

\$900

\$1500

\$1400

\$3500

NA.

+/- 1000

# **Simple Project Scope Document**

Sunny Baker, Kim Baker, G. Michael Campbell

## **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 quidance 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

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