

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	<ul style="list-style-type: none">• 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				
In Scope	<ul style="list-style-type: none">• Multi – level approvals for timesheets• Timesheet tasks additions to the tool by Admin access users• ‘Copy Previous Week’ timesheets feature.• Access tool via Desktop				
Out of Scope	<ul style="list-style-type: none">• 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	Cost Item	Estimated Project Cost	Actual Spend	Cost until completion	Variance
	Software	\$2300	\$900	\$1400	NA
	Hardware	\$5000	\$1500	\$3500	+/- 1000
	Other	\$750	\$0	\$750	+/- \$100
	Total	\$8050	\$2400	\$5650	

What Is Scope Of A Report

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Table of Contents What Is Scope Of A Report

1. Understanding the eBook What Is Scope Of A Report
 - The Rise of Digital Reading What Is Scope Of A Report
 - Advantages of eBooks Over Traditional Books
2. Identifying What Is Scope Of A Report
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an What Is Scope Of A Report
 - User-Friendly Interface
4. Exploring eBook Recommendations from What Is Scope Of A Report
 - Personalized Recommendations
 - What Is Scope Of A Report User Reviews and Ratings
 - What Is Scope Of A Report and Bestseller Lists
5. Accessing What Is Scope Of A Report Free and Paid eBooks
 - What Is Scope Of A Report Public Domain eBooks
 - What Is Scope Of A Report eBook Subscription Services
 - What Is Scope Of A Report Budget-Friendly Options

6. Navigating What Is Scope Of A Report eBook Formats
 - ePub, PDF, MOBI, and More
 - What Is Scope Of A Report Compatibility with Devices
 - What Is Scope Of A Report Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of What Is Scope Of A Report
 - Highlighting and Note-Taking What Is Scope Of A Report
 - Interactive Elements What Is Scope Of A Report
8. Staying Engaged with What Is Scope Of A Report
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers What Is Scope Of A Report
9. Balancing eBooks and Physical Books What Is Scope Of A Report
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection What Is Scope Of A Report
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine What Is Scope Of A Report
 - Setting Reading Goals What Is Scope Of A Report
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of What Is Scope Of A Report
 - Fact-Checking eBook Content of What Is Scope Of A Report
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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