

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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Cost Item</th> <th style="text-align: center;">Estimated Project Cost</th> <th style="text-align: center;">Actual Spend</th> <th style="text-align: center;">Cost until completion</th> <th style="text-align: center;">Variance</th> </tr> </thead> <tbody> <tr> <td>Software</td> <td style="text-align: right;">\$2300</td> <td style="text-align: right;">\$900</td> <td style="text-align: right;">\$1400</td> <td style="text-align: center;">NA</td> </tr> <tr> <td>Hardware</td> <td style="text-align: right;">\$5000</td> <td style="text-align: right;">\$1500</td> <td style="text-align: right;">\$3500</td> <td style="text-align: center;">+/- 1000</td> </tr> <tr> <td>Other</td> <td style="text-align: right;">\$750</td> <td style="text-align: right;">\$0</td> <td style="text-align: right;">\$750</td> <td style="text-align: center;">+/- \$100</td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$8050</td> <td style="text-align: right;">\$2400</td> <td style="text-align: right;">\$5650</td> <td></td> </tr> </tbody> </table>					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	
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																											

Project Scope Document

Xiang Xie



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