# 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.<br>• Admin access to support team<br>• Report generation access to project managers<br>• Enable users to remotely access the tool.<br>• Standard templates for all reports | | |
| **In Scope** | • Multi – level approvals for timesheets<br>• Timesheet tasks additions to the tool by Admin access users<br>• 'Copy Previous Week' timesheets feature.<br>• Access tool via Desktop | | |
| **Out of Scope** | • New project/task addition to the tool by managers<br>• Connectivity with HRMS to update employee leaves automatically.<br>• Role based task list template.<br>• 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 | |

# Project Scope Document

William E. Lewis

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