

# 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	<ul style="list-style-type: none"><li>• User access for the tool granted to all employees</li><li>• Admin access to support team</li><li>• Report generation access to project managers</li><li>• Enable users to remotely access the tool</li><li>• Standard templates for all reports</li></ul> <div>TECHNO-PM PROJECT MANAGEMENT TEMPLATES</div>																			
In Scope	<ul style="list-style-type: none"><li>• Multi – level approvals for timesheets</li><li>• Timesheet tasks addition to the tool by Admin access users</li><li>• 'Copy Previous Week' timesheets feature</li><li>• Access tool via Desktop</li></ul>																			
Out of Scope	<ul style="list-style-type: none"><li>• New project/task addition to the tool by managers</li><li>• Connectivity with HRMS to update employee leaves automatically</li><li>• Role based task list template</li><li>• Access tool via mobile and tablet</li></ul>																			
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																

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**Ying Liu**



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