

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	

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