

Project Name: Business expansion

Prepared by: Albert Cladellas Sallés

Date: 17/11/2014

Version History		
<i>Version</i>	<i>Date</i>	<i>Comments</i>
1.0	17/11/2014	First version of the project scope statement
2.0	1/12/2014	Final scope statement: <ul style="list-style-type: none">- Set clear goals and objectives- Establish dates to start with the new project- Make last adjustments to the project
3.0	15/12/2014	Implant the new project and start working on it

1. Executive Summary

Barcelona Street Food Truck has get a great success during the first year operating in the market and now we are thinking to get a second truck and hire new staff to train them in order to expand the business. With this project the company want to increase the benefits and get a bigger part of the market and be more competent against our competitors.

2. Business Objectives

2.1 Product Description (Solution):

- Expansion into the market.
- Increase the benefits.
- Provide to the customers a better and more often service.
- Reduce the hours of work for the starting members of the company who have being doing long shifts during the first year to reach the goals and objectives set at the beginning.

2.2 Business objectives:

Barcelona Street Food Truck has set new objectives for this new project, which will try to put the business in the next level and be more competitive and efficient to attract more customers and increase their satisfaction.

3. Project Description	
3.1 Project Scope	
<ul style="list-style-type: none"> Includes (list Deliverables): 	<ul style="list-style-type: none"> - Set clear goals and objectives. - Hire and train the new stuff. - Establish new roles for the starting members and the new employees. - Buy the new equipment and set it as a corporative brand.
3.2 Project Completion Criteria:	The three owners we are going to monitor the training of the staff to make sure that the new employees will know how to prepare the food under our standards and quality controls.
3.3 External Dependencies:	<p>The project starts during the summer period then it should be external dependencies as rain to disturb the work.</p> <p>The hot weather it is a problem for some products as the omelettes (made with eggs), then we have to make sure that they are keep in the fridge. We want to avoid intoxications.</p>
3.4 Assumptions:	- Bank loan
The business needs to sell the truck that already own for being a little bit old and buy two new trucks.	

4. Project Milestones	
4.1 Estimated Schedules	
<i>Project Milestone</i>	<i>Target Date</i>
• Project Start	17/11/2014
• Hiring and training new staff members	1/12/2014
• Buy all new equipment required	1/12/2014
• Monitor and review the training process	30/12/2014
• Project Complete and start operating	31/1/2015

5. Project Approach

5.1 Primary Plans

This project requires a big effort physical, emotional and economical that will help the business to reach the next level into the market and be more competitive respect the competence. The budgeted for it is more than the double than was at the beginning of the company, around \$150.000 to buy the new equipment and hire and train the new staff.

5.2 Scheduled Status Meetings

<i>Meeting</i>	<i>Purpose</i>	<i>Frequency</i>
Owners meeting	Review and supervise the progress of the new plan. Correct and implant changes for any problem or setbacks.	Weakly
One by one staff meeting	Provide feedback to the new staff and make sure that they learn the necessary skills to develop their job.	Weakly
Review objectives	Consider if the objectives are being accomplished on time.	Monthly

5.3 Scheduled Status Reports

<i>Report</i>	<i>Purpose</i>	<i>Frequency</i>
Approve tasks	Analyse if the tasks established have been done and accomplished under the standards and time fixed.	Weakly
Monitoring training	Check if the training is being effective and if the new employees are learning to perform the job properly.	Weakly

5.4 Issue Management:

5.5 Change Management:

5.6 Communication Management:

5.7 Procurement Management:		
5.8 Resource Management:		
Trucks (x2)	\$60.000 (each truck)	Outside sources - car company
Corporative truck painting	\$7.000	Outside sources - car workshop
Kitchen equipment	\$8.000	Outside sources - Supplier
Hire new staff (3 people)	\$26.000 per year (each employee)	Inside sources - Recruiter manager
Business insurance	"Asking for quotes"	Outside sources - AAMI
Liability insurance	"Asking for quotes"	Outside sources - AAMI

6. Authorizations	
The Scope Statement, WBS (Work Breakdown Structure), Project Schedule, Risk Management Plan and Project Budget are approved by the:	
• Project Sponsor	Coca Cola, Mount Franklin and Little World Beverages
• Project Manager	Albert Cladellas
Project performance baseline changes will be approved by the:	
• Project Sponsor	Coca Cola, Mount Franklin and Little World Beverages
• Project Manager	Albert Cladellas
Project deliverables will be approved/accepted by the:	
• Project Sponsor	Coca Cola, Mount Franklin and Little World Beverages
• Project Manager	Albert Cladellas

7. Project Scope Statement Approval / Signatures

Project Name:	Business expansion
Project Manager:	Albert Cladellas Sallés

The purpose of this document is to provide a vehicle for documenting the initial planning efforts for the project. It is used to reach a satisfactory level of mutual agreement between the Project Manager and the Project Sponsors and Owners with respect to the objectives and scope of the project before significant resources are committed and expenses incurred.

I have reviewed the information contained in this Project Scope Statement and agree:

<i>Name</i>	<i>Role</i>	<i>Signature</i>	<i>Date</i>
Albert Cladellas	Owner		
Adrià Sala	Owner		
David Mas	Owner		
Supplier manager sales	Supplier		