

## Preliminary Scope Statement

**Note:** Any work not explicitly included in the *Project Scope Statement* is implicitly excluded from the project.

**Project Name:** SharePoint Portal Development

**Project Manager:** Valerie Ward

### 1. Executive Summary

#### ➤ Their Need

Currently, LAB Equipment employees do not have a procedure in place regulating the organization of business information. Users manage their own documents locally and share necessary files via the network and file servers. The problem this method presents lies with overall user/employee efficiency. Since there is not a single location for business information, some period of time is spent in locating and retrieving said information during collaboration between various users working on various tasks. Often duplicate copies exist of the same files, sometimes created from scratch numerous times because the information is not readily available across the network throughout all phases of the business process. By centralizing the documentation, implementing policies regarding the exchange of information and educating the employees, overall efficiency will improve. Additionally, the overall usage of file server space and network resources will improve due to the reduction of redundant documentation and a single organized source for shared information.

#### ➤ Our Solution

Utilizing the diverse skills of our team, we will work closely with the client to determine the requirements as they relate to the final product. We will consult relevant industry resources and develop an effective strategy for implementing the solution. As a team, we will engineer the solution to meet the requirements of the client and resolve the current problems.

Our solution will consist of an Intranet hosted on the Franklin Park server and accessible to all network users. By using the existing infrastructure detailed in the previous chapter, the costs will be minimal

## 1. Executive Summary

outside the realm of labor for development and implementation of the solution.

### ➤ Business Requirements

The main business objective our solution will satisfy is organizing business information. Another main objective with the solution is the ease of use for the end user. To overcome the resistance to change, the solution must be straightforward, functional, and relatively simple to operate. These goals will be accomplished by designing the solution from the standpoint of the end-user.

### ➤ Technical Requirements

Any proposed solution must not require significant purchases or expenditures, as the budget for IT projects cannot accommodate any influx of spending. The solution should be capable of remote management and be accompanied with documentation relating to the setup and configuration. The desired solution will utilize the existing infrastructure and provide advanced functionalities.

## 2. Business Objectives

### 5.1 Product Description (Solution):

Documentation Management is the theme of this project. The work of the technical team (TC, SIS, VDS) will be to develop the design for the portal and create the organization structure currently in place on the file server in a web format. Little to no additional directories will be created. The portal will simply be used as a visual interface with the file server for the user.

### 5.2 Business Objectives:

Documentation Management. The final product will provide users with a single, centralized location for documentation, complete with method to catalog the documents based on relevant information in the document and the other business functions it relates to.

### 3. Project Description

#### 3.1 Project Scope

- **Includes:**
  - Designing SharePoint Portal to meet customer needs
  - Organizing documentation by category
  - Determine and implement cataloging procedure (i.e. by job number, part number, customer number, etc)

#### 3.2 External Dependencies:

Paul Woods, client

#### 3.3 Assumptions / Constraints:

mandated completion date, staffing limitations

### 4. Project Milestones

#### 4.1 Estimated Schedule

<i>Project Milestone</i>	<i>Target Date (MM/DD/YYYY)</i>
• Project Start	
• Install and Configure IIS with SharePoint Team Services	Week 4
• Develop portal design	By week 6
• Develop documentation structure	By week 8
• Develop cataloging procedure	By week 8
• Implement file organization	By week 10
• Test with control group and Deliver to customer	By week 12
• Project Complete	

### 5. Project Approach

#### 5.1 Primary Plans -

Designers will use Microsoft FrontPage to develop the site.

The current file structure will be used as the model to develop the interface.

A control group has been selected by the client. This control group will be used to test the Portal and to gauge its effectiveness.

## 6. Team Organization and Roles

### 6.1 Team Members:

1. Nicholas Prignano (847) 809-5580 [nicholas.prignano@gmail.com](mailto:nicholas.prignano@gmail.com)
2. Brian Mavigliano (630) 742-0902 [brianmav@comcast.net](mailto:brianmav@comcast.net)
3. Connie Hesslau (630) 421-4747 [connie.hesslau@molex.com](mailto:connie.hesslau@molex.com)
4. Valerie Ward (630) 420-6200 [vally78@yahoo.com](mailto:vally78@yahoo.com)
5. Trina Gill (630) 936-8195 [trinagill82@yahoo.com](mailto:trinagill82@yahoo.com)

Our team is comprised of five professionals in the Networking field, all of whom come from different backgrounds and possess a wide range of relevant skills. Roles within the team have been assigned according to the qualifications and availability of team members. Included as an attachment to this document are the team members' professional resumes for further review.

### 6.2 Meyers-Briggs Personality Types

Nicholas Prignano ENTP

Brian Mavigliano ENFJ

Connie Hesslau ISFJ

Valerie Ward ISTJ

Trina Gill ESFJ

Looking at the data in the above table, our team has a relatively even mix of personality types. There is a definite element of professionalism amongst our group. Understanding personality types and preferences will allow us to work together effectively as a team, complete our goals in an efficient manner, and maintain a positive and supportive work environment for all involved parties.

## 6. Team Organization and Roles

### 6.3 Project Roles

Roles have been assigned to facilitate the various objectives necessary in completing the project successfully, both on the client level and for the purpose of Senior Project. The team has been organized into two functional groups: the administrative group and the technical group. The administrative group consists of the Project Manager and the Documentation Coordinator; this group will be responsible for maintaining records and communication. The technical group consists of the Technical Coordinator and two supporting Developers; this group will implement the solution and handle systems integration with the existing infrastructure. Each member of the group is self-directed, as each role has independent responsibilities. Issues affecting the project as a whole will be discussed with the group and resolved according through mutual accord.

### 6.4 Role Descriptions

Individual roles are comprised of several key responsibilities; each utilizes the unique skills of the team member who holds that position. Each role is part of a functional group related to the objectives of that role. The functional groups serve a general purpose, and require significant cross-group collaboration to ensure successful completion of our objectives. Effective communication will be the cornerstone of our work environment.

#### 6.4.1 Project Manager

Every team needs a leader; Valerie Ward is that leader in our case. Her primary responsibilities will be to support the team and the progress of our project. In doing so, she will track the project using project and budget management tools and provide the reports to the Information Coordinator. Issues, including personal emergencies and unforeseeable technical disasters, which arise during the course of the project will be referred to the Project Manager for review. Her subsequent responsibility will be to inform the team and initiate the proper course of action, once that course of action has been determined through conference with all team members.

## 6. Team Organization and Roles

### 6.4.2 Information Coordinator

During the course of this endeavor, a significant amount of information will accumulate. This information must be recorded, organized, prepared in the correct format, and directed to the proper channel in accordance with respective deadlines. Connie Hesslau will assume the role of Information Coordinator for this project. She will be the source of all documentation and will influence all status reports, presentations, and formal communication with the professor. Along with the Project Manager, the Information Coordinator will be responsible for preparing the documents relating to course objectives.

### 6.4.3 Technical Coordinator

The technical nature of this project warrants delegation of a role responsible for implementing the solution. Nicholas Prignano is qualified to assume this role; his Web Development background in a Microsoft environment makes him a fitting candidate for this position. His responsibilities as Technical Coordinator will include delegating the tasks of the solution amongst the members of the technical group. He will serve as the liaison with the client to ensure the solution meets the needs of its users. The Technical Coordinator will also influence reports and presentations for the purpose of relaying the progress of the technical group to the administrative group.

### 6.4.4 Systems Integration Specialist

The Systems Integration Specialist will influence the administration of the solution within the existing the network. With his background in Active Directory administration and Windows networking, Brian Mavigliano is well qualified for this position. He will work with the Technical Coordinator to determine the most effective implementation strategies and methods. The Systems Integration Specialist will also document these strategies for purpose of the report and delivery to the client as support documentation.

### 6.4.5 Visual Design Specialist

Any project intended for the business environment must adhere to tactful practices and considerations relating to designing the user interface of the solution. The Visual Design Specialist must be able to organize elements in a visually pleasing and functional structure. Trina Gill will assume this role and the responsibility of influencing the visual appearance of the solution to the end users. She will work with the Technical Coordinator to develop and implement the design of the user interface.

## 6. Team Organization and Roles

### 6.5 Pay Rates

Nicholas Prignano (Technical Coordinator) \$65 / hr  
Brian Mavigliano (Systems Integration Specialist) \$50 / hr  
Connie Hesslau (Information Coordinator) \$40 / hr  
Valerie Ward (Project Manager) \$75 / hr  
Trina Gill (Visual Design Specialist) \$45 / hr

## 7. Project Scope Statement Approval / Signatures

**Project Name:** SharePoint Portal Development

**Client Liaison:** Paul Woods

*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 Team** 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. By signing below, I indicate my understanding of the purpose and content of this document. I also agree that this is the formal Project Scope Statement for this project, thus making this the official contract for initiation of the project and authorizing its completion:*

Client Name	Project Role	Signature	Date (MM/DD/YYYY)
Bill Noonan	Project Owner		
Paul Woods	Project Sponsor		

Team Member Name	Team Role	Signature	Date (MM/DD/YYYY)
Valerie Ward	Project Manager		
Connie Hesslau	Information Coordinator		
Nicholas Prignano	Technical Coordinator		

## 7. Project Scope Statement Approval / Signatures

Brian Mavigliano                      Systems Integration Specialist

Trina Gill                                  Visual Design Specialist

### Version History

<i>Version</i>	<i>Date</i> (MM/DD/YYYY)	<i>Comments</i>
1.0	11/17/2005	Needs logos, and cleanup
1.1	11/18/2005	Added logo, and Exec Summary
1.2	11/23/2005	Removed extra line breaks



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