

PRM 300 Week 2 Project Scope Template

Section 1 – Project Overview:

Project Name	Relocating Acme Inc’s office from Park Drive to 5 th Avenue.
Project Manager	John Doe
Date	April 1, 2019
Project Sponsor	Karen Smith, VP of Operations of Acme Inc.
Document ver. #	1.0
Project Scope Statement	Relocate Acme Inc’s office from Park Drive to 5 th Avenue during the upcoming 4 th of July weekend. The project will include moving office furniture, documents, computers, peripherals, and related accessories. This project will exclude tasks related to purchasing and installing the new phone system, updating website, reordering stationary, and customer communication.

Section 2 – Project Details:

High-level of Work breakdown structure	<ol style="list-style-type: none"> 1. Verify that the computer room on 5th Street will have adequate resources to house all the systems from the Park Drive location. 2. Finalize new floor layout and employee seating chart 3. Provide moving boxes for employees to move their personal affects 4. Pack and move office furniture, chairs, and desks 5. Set up voice and data phone service for the 5th Avenue location 6. Obtain final clearance for occupancy from the City/Fire department 7. Turn off utilities and circuits in Park Drive location
Assumptions	<ol style="list-style-type: none"> 1. All the legal formalities to acquire new facility have been completed 2. There are no issues using fright elevators at both Park Drive and 5th Avenue locations 3. There are no issues accessing the facility after 5pm on weekdays and all day during the weekends 4. The new building is complaint with federal accessibility standards 5. All the content will be insured against theft and damage before leaving the Park Drive facility
Stakeholders	<ol style="list-style-type: none"> 1. Karen Smith – VP of Operations – Manages day-to-day operations 2. George Pike – Facilities Manager – Responsible for daily operations of the facility 3. Ellen Shore – Network Engineer – Responsible for computer network 4. Mike Williams – Telecom Engineer – Responsible for the phone system

	5. Sherri Davis – Helpdesk Supervisor – Responsible for supporting end users and their computer systems
Time estimate	30 st June – Project planning must be completed 5 th July – Actual move must be completed during the upcoming 4 th of July weekend
Cost estimate	Moving company - \$100,000 Insurance - \$10,000 <u>Overtime pay - \$15,000</u> Total - \$125,000
Milestones	<ol style="list-style-type: none"> 1. Finalize the floor plan 2. Identify items to move 3. Load all the items in the moving trucks 4. Go live at the new facility 5. Decommission the old facility
Out of Scope (Exclusions)	<ol style="list-style-type: none"> 1. Purchasing or upgrading any equipment 2. Moving employees' personal assets 3. Reordering stationary 4. Follow-up with insurance company in case of any damages
Project Acceptance Criteria	<p>Project will be considered complete when</p> <ol style="list-style-type: none"> 1. All the furniture, document, computers, peripherals, and associated accessories have moved from Park Drive to 5th Ave 2. Users are able to login to Acme's network from their work computers at 5th Ave. 3. Employees are back to work and the office is functional