

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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Minjie Lin



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methodology implementation guide that gives additional insight into the recommended activities that can be customized to meet the needs of individual organizations **Guidance for Cost Estimation and Management for Highway Projects During Planning, Programming, and Preconstruction** Stuart D. Anderson, Keith Robert Molenaar, Cliff J. Schexnayder, National Cooperative Highway Research Program, 2007

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