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| **Project Identification** | | | |
| **Project Name:** | **PMO Website Update** | **Phase**: | Initiation |
| **PSS #:** | TBD | **Date**: | 12/5/13 |
| **Project Sponsor:** | Jim Sibenaller, Director, Business and Enterprise Services | **Version:** | 1.0 |
| **Project Manager:** | Roni Rivera, Project Management Analyst, Project Management Office | | |

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| **Business Benefits** |
| *Why does Loyola need to undertake this project? What are the business benefits (must be quantifiable and measurable) this project will provide? (Ex.* ***reduced costs, increased communication or efficiency, etc****.)* |

We are initiating a project for updating the PMO website so that it will comply with the new website templates being pushed out by University Marketing and Communication. Benefits from this conversion will include updated PMO resources, such as filled in examples of project management templates, a project management request form, and links to project management resources such as the Project Management Institute. The conversion of the PMO website to the new format is expected to draw in more people from the LUC community to seek out the services being offered by the Project Management Office.

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| **High Level Requirements / In-Scope** |
| *List the specific requirements or objectives that the project must meet.*  *Identify items that will be considered in the Scope of what will be completed on this project.* |

* Updated PMO resources, including links to recent articles about project management, an online project management request form, filled in examples of project management templates, and an FAQ document
* Development and release of the website by the end of December 2013

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| **High Level Requirements / Out-of-Scope** |
| *List the specific requirements or objectives that will not be included in this project. These may include deliverables mentioned during initial meetings, but have not been approved by all sponsors.* |

* Writing original articles on project management

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| **Deliverables** |
| *List specific deliverables (i.e. hardware, software, training, documents, process, procedures, etc.) that the project will create. This list will expand upon the “high-level In-Scope requirements”, as well as other specific things that were not included (includes project management & product deliverables).*  ***Deliverables must be tangible.*** |

* Project Management Documentation
* Mockup Screens
* Live website on the new LUC standard templates with the current website’s content and the following additional content:
* Frequently Asked Questions
* Staff Directory
* PMO Service Request Form
* Popular Templates and Filled in Examples
* PMO Metrics

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| **Impacted Areas / “Touch points”** |
| *List all of* ***the products, applications, systems, organizations or areas,*** *etc., that are directly or indirectly affected by and/or are included in the projects.* |

* Terminal Four

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| **Constraints / Risks** |
| *Identify specific limitations or pre-determined targets (i.e. start / finish dates, budget limits, resource limits, outside factors, etc.) that will impact project costs, timing or quality. Identify potential risks that will need to be managed in order to mitigate their impact to the project’s success.* |

* Potential conflicts with other project priorities.
* Long wait time for gaining permission to use high quality project management articles.

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| **Assumptions** |
| *These are known “unknowns”. List factors that are used to establish initial timing, scope, cost and quality parameters for the project’s success (including the customer’s assumptions).* |

* That the necessary ITS resources will be available for the length of the project.
* That the necessary PMO resources will be available for the length of the project.
* No additional software or hardware is required to support this website update.

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| **Success Factors** |
| *List the factors that must be achieved in order for this project to be considered a success for the business. What factors determine if the project objectives have been met?* |

* Adherence to the defined business requirements
* End of 2013 website launch

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| **Budget** | |
| *If a project budget has been identified, list the amounts for planning purposes (i.e. ongoing expenses, project expenditures).* | |
| **High level project budget amounts (estimated)** |  |
| Cost for Process overview, design and mapping | $ 0.00 |
| Cost to develop / establish Configuration in application | $ 0.00 |
| Cost to develop / establish Configuration in application | $ 0.00 |
| Licensing / Software costs to departments | $ 0.00 |
| Training costs to departments | $ 0.00 |
| Application integration between X application and Y application | $ 0.00 |
| Ongoing support and maintenance of application | $ 0.00 |

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| **Preliminary Milestones** | | |
| *Note: These Milestones are estimates only and are subject to revision as business, functional, and technical requirements are more completely defined in the planning stage.* | | |
| **Phase** | **Milestone** | **Estimated**  **Completion** |
| Initiation | Project Plan, Mock-up of new website | 11-20-13 |
| Planning | Project Template Examples, FAQ Document, PM Request Form | 12-11-13 |
| Execution | Fill in News Section with recent PM articles | 12-20-13 |
|  | QA/Proofread/Upload all content into T4 |  |
| Close-out | Go-live with new website | 1-3-14 |

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| **Project Team**  *Lists the individuals that will be Accountable (A), Consulted (C), Responsible(R) for completing the activity and Informed (I) during this project. Identify one of the Accountable Members as the Project Manager.* |

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| **Name / Title** | **Role** | **Responsibilities** | **Duties** |
| Jim Sibenaller, Director, Business and Enterprise Services  Michelle Dayton, Manager, ECM & PMO | Project Sponsor(s) | C, I | Project oversight and direction. |
| Florence Yun, Project Manager, Project Management Office  Heather Tomley, Project Manager, Project Management Office | Project Sponsor Functional Lead(s) | A, C, I | Oversight and direction of the projects within regards to X Department.  Responsible for identifying requirements, discussing process design and identifying team members to include, primary point of contact for ITS. |
| Roni Rivera, Project Management Analyst, Project Management Office | Project Manager | A, R | Managing schedule, resources and communication to ensure that the final deliverables meet the needs of the Project. |
| Roni Rivera, Project Management Analyst, Project Management Office | Business Process Architect | A, R | Identify, define and document the business and system process required to configure X and Y Applications appropriately. |
| ITS Security Team | SME | C | Provide input into the process design |

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| **Project Scope Approval** | | |
| *The following individuals have reviewed and approved this project scope statement.* | | |
| **Name, Title** | **Signature** | **Date** |
| Jim Sibenaller, Director, Business and Enterprise Services |  |  |
| Michelle Dayton, Manager, ECM & PMO |  |  |

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| **Project Scope Statement Change Log** | | |
| *This table is used to record future changes to the project scope statement as they are identified.* | | |
| **Change Date** | **Requested by** | **Change Description** |
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