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| **Project Identification** |
| **Project Name:** | **TBD** | **Phase**: | Initiation |
| **PSS #:** | TBD | **Date**: | October 30, 2014 |
| **Project Sponsor:** | Name, PositionName, Position | **Version:** | 1.0 |
| **Project Manager:** | Name, Project Manager |

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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****.)* |

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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.* |

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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.* |

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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.*** |

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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.*  |

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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.*  |

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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).*  |

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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?* |

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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 Start | Month, Year |
|  | Project Initiation | Month, Year |
| Planning | Project Planning | Month, Year |
|  | Project Design | Month, Year |
| Execution | Integration Development  | Month, Year |
|  | Testing Integration **(confirm resources)** | Month, Year  |
|  | Go Live  | Month, Year |
| Close-out | Close-out activities  | Month, Year |
|  | Initial project completion  | Month, Year |

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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** |
| Name, Position, Dept  | Project Sponsor(s) | C, I | Project oversight and direction. |
| Name, Position, Dept | 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. |
| Name, Position, Dept  | Project Sponsor Technical Lead(s) | A, C, I | Oversight and direction of X & Y application requirements. Responsible for identifying requirements, discussing process design and identifying team members to include, primary point of contact for ITS. |
| Name, Position, Dept | Project Manager | A, R | Managing schedule, resources and communication to ensure that the final deliverables meet the needs of the Project. |
| Name, Position, Dept | Business Process Architect | A, R | Identify, define and document the business and system process required to configure X and Y Applications appropriately. |
| Name, Position, Dept | ApplicationTechnician | A, R, C | Responsible for development and configuration of the application to meet the project’s defined deliverables.  |
| Name, Position, Dept | SME | C | Provide input into the process design |
| Name, Position, Dept | SME | C | Provide input into the process design |
| Name, Position, Dept | 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** |
| Name, Position |  |  |

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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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