CPMIS Project Scope Statement

Project Name:	Project Number:	Prepared by: (Project Manager)	Date:
CPMIS		Melissa Tessier	02/07/17
Sponsor:	**Business Unit:**	**Project Type:**	
Laurie Herbrand / Laura Martin	Registrar / Senate Office	☐ Standard ☒ Complex	

Project Scope Statement Document Description	The Project Scope Statement is the document of record for the project scope. It expands on the earlier work done in the Project Charter and stablishes a common understanding of the project scope among project stakeholders. Most important, it establishes not only what is in scope but also what is out of scope for the project. As the project progresses, the scope statement may be appended to reflect scope changes submitted through the Project Change Request process.

Project Objective	*Information regarding the business need your project addresses.*

Align with UC Merced's Cloud First Strategy
- Retire existing system and move to Digarc's vendor hosted cloud solution

Cost Reduction & Risk Avoidance
- Reduction in manual programming efforts from Engineering to maintain the existing system
- Vendor hosted system transfers risk from UCM

Gain Efficiencies
- Reduction of manual processes handled by Registrar and other teams that utilize the current system
- Provide a system that can be utilized by all schools existing and in the future

Improved User Experience
- User interface is easy to use and supports efficient submission and approval processes
- Administrative functionality is available for Registrar and doesn't require IT programming
- Ability to maintain current forms and wokflows by administrative users

Detailed Project Scope	*Describe in detail the project deliverables that are included and excluded.*
In Scope	

Implementation
- Implement Digarc Curriculum Management System
- Build workflows for undergrad and grad that support crosslisted and conjoined paths
- Create user roles and setup process to automate new users with import from Active Directory
- Batch Integration with Banner and Acalog
- Create new reports
- Training for all required administrative staff and faculty users of the system

Review and Revise Processes
- Revise approval workflow
- Update the CRF input form
- Define reporting criteria and audiences
- System built to support future Policy updates (deadlines)

Conversion
- Copy all users from existing system into new system into default role
- Convert all current finalized/approved Undergrad CRF's from the existing system into the new system
- Upload all Grad CRFs from hard copy to the new system in their current state
- Existing in house solution changed to read only and freeze data
- Establish archives of old data
- Communications to Faculty & Staff

Out of Scope

- Library integration for resources
- Space booking integration
- Teaching assistance resources
- Teaching Plan interface
- U Direct interface
- Conversion of drafted, incomplete, in process (in workflow) CRFs
- Definition of new deadlines
- Book store integration
- Technology resources
- Curriculum mapping functionality

Project Acceptance Criteria	*Acceptance criteria are the metrics that must be met before the project services and proposed deliverables will be accepted.*

1. CRF software implementation complete
2. Workflows are created and support UCM policy
3. System does not have any critical defects identified during testing
4. Sample set of CRFs can be submitted and processed through the workflow smoothly and without error (during testing)
5. Successful conversion and input of data from existing system/format to the new system
6. Faculty and Staff have been trained on the product

Project Constraints

A) Cost	*Describe any cost project limitations that may affect the performance of the project. Example: funding was not planned for in this fiscal year and may delay project start date.*

1. Do not have full confirmation of funding source

B) Resource	*Describe any resource project limitations that may affect the performance of the project. Example: Resources require additional training for project implementation.*

1. Project team resources may be required 10-20% during peak times in the project.
2. Scheduling considerations for faculty involvement. Need to take into account teaching calendar and time off during the off seasons. (Winter, Summer breaks)

C) Schedule	*Describe any schedule project limitations that may affect the performance of the project. Example: Required to Go Live by 6/30 due to UCOP mandate/compliance.*
1. Implementation timeline is based on CRF cycle. Academic review is conducted in cycles. Project start date is dependent on when the budget is approved and contract can be signed. If the proposed timeline is missed a significant delay in implementation will occur	
D) Security	*Describe any security limitations that may affect the performance of the project. Example: Vendor system or service uses unsupported browser.*
1. None	
E) Technical	*Describe any technical project limitations that may affect the performance of a project. Example: Vendor platform can only support 500 concurrent users.*

High Level Agreement(s)	
Resource	*List the verified resources for this project. – See resource plan*
Budget	*Enter total budget for this project. – See budget document*
Schedule	*Enter Go Live date or schedule for this project.* February 2018

Phase	Sub-phase	Expected Output	Target Date
Initiation	Initiation	Charter & Kick-Off Meeting	Feb 28, 2017
Planning	Tech Requirements	Architecture & Security Review	May 2017
Planning	Project Artifacts	RAID, Scope, Budget & Schedule	May 2017
Execution	Build	Development	August 2017
Execution	Testing	Test plan, scripts & test results	October 2017
Execution	Final UAT	Tester training, test results & sign-off	October 2017
Execution	Service Transition	Service Level Agreement (SLA), Service Now on-boarding, documentation (e.g. policies, guides, procedures), Operation Level Agreement (OLA)	December 2017
Execution	Implementation	Change order, CAB, deployment schedule, deploy	January 2018
Execution	Post Go live	Final service transition & end user acceptance	February 2018
Close	Close	Project close, lessons learned, project feedback, budget/resources released	February 2018

Project Assumptions	*List and describe any perceived or stated project assumptions and the potential impacts of those assumptions on the project if they prove to be false.*

1. Budget is finalized and approved by end of February 2017
2. Procurement has executed the contract by end of February 2017
3. Vendor resources are available to begin in March 2017
4. Vendor can accommodate list of requirements presented during the RFP
5. Working team is available to dedicate required time to complete the project in the given timeframe
6. Grad Chair representative will be assigned by March 2017