Project Name

Name

CMGT445 – Application Implementation

University of Phoenix

Kemal Tekinel

**Project Name and explanation why this project needed –W2**

**Project Stakeholders and their roles W2**

* Names
* Titles or roles
* Contact information

**Project Description W2**

* Background
* Description of the challenge or opportunity
* Overview of the desired impact

**Measurable Organizational Value (MOV) W3**

* Project’s overall goal and measure of success
* What elements of the project provide value to the organization?
* ROI (return on investment) and cost versus benefit
* Statement or table format

**Project Scope W3**

* What will be included in the scope of this project?
* What will be considered outside the scope of this project?
* What are the project’s main deliverables?
* Provide a statement and description.

**Project Schedule Summary W3**

* Project start date
* Project end date
* Timeline of project phases and milestones (Utilize SDLC Steps)
* Project reviews and review dates

**Project Budget Summary W3**

* Total project budget
* Budget broken down by phase

**Quality Issues W3**

* Specific quality requirements (How is this going to be measured)

**Resources Required W4**

* People
* Technology
* Facilities
* Other
* Resources to be provided
	+ Resource
	+ Name of resource provider
	+ Date to be provided

**Assumptions and Risks W4**

* Assumptions used to develop estimates
* Key risks, probability of occurrence, and impact
* Organizational or time constraints
* Risks of not doing this project
* Assess dependencies on other projects or areas within or outside the organization
* Assessment project’s impact on the organization
* Outstanding issues
* Formulation of key project risk mitigation strategies

**Project Administration W4**

* Communications plan
* Scope management plan
* Change management plan
* Quality management plan
* Human resources plan
* Implementation and project closure plan

**Implementation and Continued Maintenance and Project Closure Plan (W5)**

* What data or existing format will need to be changed?
* What production systems will be handled?
* What downtime will be needed?
* How will the integration be communicated?
* How will the new system be deployed (pilot, phased, parallel, plunge, and so on)?
* Support and maintenance
	+ Technical, user, and system training documentation
	+ System support roles and functions
* Project closure

**Acceptance and Approval W5**

* Names, signatures, and dates for approval (What is the criteria for approval? And who approves it)

**References W5**

**Terminology or Glossary W5**

**Appendices (as necessary)**