

## **Project scope statement**

The redesigned website will provide customers with faster and easier access to products while offering value-added content to increase session durations and reduce bounce rates.

### **Overview:**

- ❑ Create a new engaging web design for an existing brand.
- ❑ Retain existing brand identity and requirements.
- ❑ Optimize website performance for a faster user experience.
- ❑ Engage visitors with detailed, accessible content.
- ❑ Monitor key performance metrics to measure session duration and bounce rate improvements.

### **Governance:**

- ❑ Branding and design decisions will be the responsibility of the creative director.
- ❑ Optimization goals will be assessed and targeted by the web development lead in collaboration with the creative director.
- ❑ Content drafting and editing will be overseen by the senior copywriter, along with marketing team resources as needed.
- ❑ The project manager will be responsible for benchmarking the metrics with the client. All deliverables must be submitted per the provided schedule to the project manager, who will take them to the client account manager for assessment and client review.

### **Approach (in scope):**

- ❑ Rebranding or changes to established colors and logos
- ❑ Creation of additional content or landing pages
- ❑ Metrics such as website conversions

### **Assumptions**

- ❑ Budget restrictions limit this to specified team resources only.
- ❑ Department coverage will be provided for vacation overlap.
- ❑ The website will launch by the end of Q3, inclusive of quality assurance testing.
- ❑ Client interest in expanding scope will be added to future engagements.

### **Deliverables**

- ❑ Complete redesign of all existing pages on the client's website
- ❑ Copywriting and editing to fill in pages that lack engagement
- ❑ Optimization of website elements to reduce load time and increase site speed from the initial benchmark
- ❑ Improvement by 10% over six months after completion in session duration and bounce rate metrics.

# Sample Scope Document

**Michael Seilmaier**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

## Sample Scope Document:

**Microsoft Office Excel 2007 for Project Managers** Kim Heldman, William Heldman, 2007-01-23 Combine the power of Excel 2007 Microsoft Office SharePoint Server and sound project management tools to boost your skill set and maximize your productivity You ll walk through a project and learn how to use these powerful tools to schedule jobs create budgets manage processes and share project information Whether new to project management or a veteran you ll discover techniques hints and examples you can use immediately [The Data Warehouse Lifecycle Toolkit](#) Ralph Kimball, Margy Ross, Warren Thornthwaite, Joy Mundy, Bob Becker, 2008-01-10 A thorough update to the industry standard for designing developing and deploying data warehouse and business intelligence systems The world of data warehousing has changed remarkably since the first edition of The Data Warehouse Lifecycle Toolkit was published in 1998 In that time the data warehouse industry has reached full maturity and acceptance hardware and software have made staggering advances and the techniques promoted in the premiere edition of this book have been adopted by nearly all data warehouse vendors and practitioners In addition the term business intelligence emerged to reflect the mission of the data warehouse wrangling the data out of source systems cleaning it and delivering it to add value to the business Ralph Kimball and his colleagues have refined the original set of Lifecycle methods and techniques based on their consulting and training experience The authors understand first hand that a data warehousing business intelligence DW BI system needs to change as fast as its surrounding organization evolves To that end they walk you through the detailed steps of designing developing and deploying a DW BI system You ll learn to create adaptable systems that deliver data and analyses to business users so they can make better business decisions *COSO Enterprise Risk Management* Robert R. Moeller, 2007-07-13 Praise for COSO Enterprise Risk Management COSO ERM is a thoughtful introduction to the challenges of risk management at the enterprise level and contains a wealth of information on dealing with it through the use of the COSO framework Detailed procedures covering a wide variety of situations are followed by a thorough explanation of how each is deployed As a project management professional I appreciate how the author addresses the need for risk management at a project level His background as someone who practices what they preach and realizes the impact of the Sarbanes Oxley auditing rules comes through clearly in the book and it should be mandatory reading for anyone seeking to understand how to tackle their own ERM issues Greg Gomel PMP CQM CSQE ITIL Director Project Management Insight North America This volume clearly and comprehensively outlines the usefulness of COSO Enterprise Risk Management guidance It should provide considerable benefit to those having governance responsibilities in this important area Curtis Verschoor L Q Research Professor School of Accountancy and MIS DePaul University Chicago Transform your company s internal control function into a valuable strategic tool Today s companies are expected to manage a variety of risks that would have been unthinkable a decade ago More than ever it is vital to understand the dimensions of risk as well as how to best manage it to gain a competitive advantage COSO Enterprise Risk Management

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Portny, 2017-09-06 The bestselling bible of project management In today's time-crunched cost-conscious global business environment tight project deadlines and stringent expectations are the norm So how can you juggle all the skills and responsibilities it takes to shine as a project management maven Updated in a brand new edition Project Management For Dummies offers everything you need to successfully manage projects from start to finish without ever dropping the ball Written by a well-known project management expert this hands-on guide takes the perplexity out of being a successful PM laying out all the steps to take your organizational planning and execution skills to new heights Whether it's managing distressed projects embracing the use of social media to drive efficiency and improve socialization or resolving conflicts that occur during a project the soup-to-nuts guidance inside will help you wear your project management hat more prominently and proudly Get the latest in industry best practices reflecting PMBOK 6 Motivate any team to gain maximum productivity Execute projects on time and with maximum efficiency Prepare for the Project Management Professional PMP certification exam It's never been easier to execute projects on time on budget and with maximum efficiency      *Project Management for Parents* Hilary Kinney, PMP, 2021-11-02 Transform chaos into cooperation gain control of your household and achieve your family goals together Former Ritz Carlton project manager Hilary Kinney applies decades of proven project management experience to parenting helping busy families get organized strengthen relationships and reduce stress The fast pace of modern life leaves many parents struggling to manage competing responsibilities which can increase stress and cause conflicts But Project Management for Parents demonstrates how a powerful set of techniques tools and exercises used to manage complex time-pressured business projects for Fortune 500 companies can also work in the home Three simple steps form the foundation of the framework 1 Build Teamwork Learn how to work together as a family unit 2 Establish Your Approach Create a plan that works for your unique family dynamic 3 Succeed as a Family Use proven techniques to reach your goals together Learn how to improve family relationships by creating a positive environment fostering communication and encouraging children to think and act independently INCLUDES Practical and effective communication strategies Proven organization and planning tools Cooperative activities Easy to understand exercises Simple reusable templates 25 real-life

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Quality Developing a Quality Assurance and Improvement Program is a comprehensive and authoritative guide to better practice internal auditing Written by a global expert in audit quality this guide is the first to provide complete coverage of the elements that comprise an effective internal audit quality assurance and improvement program Readers will find practical solutions for monitoring and measuring internal audit performance drawn from The IIA s International Standards for the Professional Practice of Internal Auditing and complemented by advice and case studies from leading audit practitioners from five different continents Major corporate and financial collapses over the past decade have challenged the value of internal audit With an increased focus on internal audit s role in good governance management is increasingly demanding that internal audit provides assurance of the quality of its own activities The IIA standards provide a framework for audit quality in the form of mandatory guidance Recent research indicates that the majority of internal audit functions do not fully comply with the standards and as a result are not servicing the needs of their organizations as well as they might Internal Audit Quality offers a roadmap to internal audit quality providing readers the guidance they need to Embed quality into all elements of internal audit from strategic and operational planning down to day to day tasks Create well defined internal audit programs and procedures Independently self assess internal audit quality and performance Conform with the IIA standards and better practice Provide assurance over internal audit efficiency and effectiveness Deliver value by meeting stakeholder expectations As a key component of good governance internal audit is on the rise The days of retrospective compliance focused auditing is a thing of the past Organizations expect more of internal audit and many internal audit activities are accepting the challenge Rather than relying on audit supervision and external assessments modern auditors are embedding quality into audit activities to create effective programs For the auditor looking to distinguish themselves as leading edge Internal Audit Quality provides the guidance that enables the right work at the right time in the right way

**The New Instruction Librarian** Candice Benjes-Small, Rebecca K. Miller, 2016-11-16 The sheer amount of resources on the subject of information literacy is staggering Yet a comprehensive but concise roadmap specifically for librarians who are new to instruction or who are charged with training someone who is has remained elusive Until now This book cuts through the jargon and rhetoric to ease the transition into library instruction offering support to all those involved including library supervisors colleagues and trainees Grounded in research on teaching and learning from numerous disciplines not just library literature this book shows how to set up new instruction librarians for success with advice on completing an environmental scan strategies for recruiting efficiently and a training checklist walks readers step by step through training a new hire or someone new to instruction complete with hands on activities and examples explores the different roles an instruction librarian is usually expected to play such as educator project manager instructional designer and teaching partner demonstrates the importance of performance evaluation and management including assessment and continuing education both formal and informal and provides guided reading lists for further in depth study of a topic A starter kit for

librarians new to instruction this resource will be useful for training coordinators as well as for self training

**Professional SQL Server Analysis Services 2005 with MDX** Sivakumar Harinath, Stephen R. Quinn, 2006-05-30

Written by the lead developers of Analysis Services at Microsoft this book begins with an overview showing how Analysis Services and MDX can be used to build data warehouses and multidimensional databases The authors then describe the development processes for building dimensions and cubes from various data sources Demonstrating a variety of techniques in real world scenarios the book shows how MDX can be used to query databases to provide sophisticated analysis of business problems Finally the book explains how Analysis Services can be used with other components of SQL Server including DTS data mining and Report Services to provide comprehensive end to end solutions

**IBM Cognos Business Intelligence v10** Sangeeta Gautam, 2012-11-20 Maximize the Value of Business Intelligence with IBM Cognos v10 Hands on

from Start to Finish This easy to use hands on guide brings together all the information and insight you need to drive maximum business value from IBM Cognos v10 Long time IBM Cognos expert and product designer Sangeeta Gautam thoroughly illuminates Cognos BI v10 s key capabilities analysis query reporting and dashboards Gautam shows how to take full advantage of each key IBM Cognos feature including brand new innovations such as Active Reports and the new IBM Cognos Workspace report consumption environment She concludes by walking you through successfully planning and implementing an integrated business intelligence solution using IBM s best practice methodologies The first and only guide of its kind IBM Cognos Business Intelligence v10 offers expert insights for BI designers architects developers administrators project managers nontechnical end users and partners throughout all areas of the business from sales and marketing to operations and lines of business If you re pursuing official IBM Cognos certification you ll also find Cognos certification sample questions and information to help you with the certification process Coverage Includes Understanding IBM Cognos BI s components and open extensible architecture Working with IBM Cognos key studio tools Analysis Studio Query Studio Report Studio and Event Studio Developing and managing powerful reports that draw on the rich capabilities of IBM Cognos Workspace and Workspace Advanced Designing Star Schema databases and metadata models to answer the questions your organization cares about most Efficiently maintaining and systematically securing IBM Cognos BI environments and their objects Using IBM Cognos Connection as your single point of entry to all corporate data Building interactive easy to manage Active Reports for casual business users Using new IBM Cognos BI v10 1 Dynamic Query Mode DQM to improve performance with complex heterogeneous data Identifying exploring and exploiting hidden data relationships Creating quick ad hoc queries that deliver fast answers Establishing user and administrator roles

**Mastering Windows Vista Business** Mark Minasi, John Paul Mueller, 2007-07-23 Learn to install configure run and troubleshoot the professional versions of Vista in this comprehensive new guide from two leading Windows authorities From Vista s all new interface 32 bit 64 bit architecture and advanced security features to its fantastic new capabilities for audio and video recording editing and

broadcasting you'll get the techniques and task by task instruction you need to master this dramatically different OS

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enterprise solution that fully integrates the needs of the IT staff, end users, and business managers alike. **Digital Design for Print and Web** John DiMarco, 2011-09-19 The all-inclusive guide from theory to practice for print and Web design. Any well-conceived print or Web design features the dynamic interplay between visual artistry and technical skill. It becomes important, therefore, for the designer to cultivate an aesthetic eye as well as develop a high degree of computer savvy. By combining basic theory with hands-on technique, *Digital Design for Print and Web* takes the unique approach of uniting two subjects traditionally approached separately into one complete volume. As a result, you will gain a clearer understanding of the entire creative process from project management to working with graphics to designing for print and ultimately the Web. In this book, you'll find full-color text and illustrated step-by-step instruction supported by more than 75 video tutorials. Coverage of professional software including the Adobe Creative Suite. A wide variety of inspirational images from well-known designers. Online full-length project assignments from entry level to advanced. An ideal resource for design students or practitioners. *Digital Design for Print and Web* will show you how to create more effectively and guide you on the path toward digital design mastery. **IT Project+ Study Guide** William Heldman, Lona Cram, 2006-07-14 Here's the book you need to prepare for the latest version of CompTIA's IT Project exam. This Study Guide was developed to meet the exacting requirements of today's certification candidates. In addition to the consistent and accessible instructional approach that has earned Sybex the Best Study Guide designation in the 2003 CertCities Readers' Choice Awards, this book provides clear and concise information on IT project management. Practical examples and insights drawn from real-world experience. Leading

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and other supplementary materials are not included as part of eBook file      *CompTIA Project+ Study Guide* Kim Heldman, 2017-02-13 The bestselling Project preparation guide updated for the latest exam The CompTIA Project Study Guide Second Edition is your comprehensive resource for taking Exam PK0 004 With 100% coverage of all exam objectives bolstered by real world scenarios and the Sybex interactive learning environment this book gives you everything you need to approach the exam with confidence Detailed explanations and superior study tools cover and reinforce setup initiation planning execution delivery change control communication and closure and the author Kim Heldman s twenty five years of project management experience provide deep insight into real world applications Study tools include access to two bonus practice exams allowing you to focus on areas you need further review and electronic flashcards provide last minute review on key concepts The Project exam is a first step into the complex world of project management and serves as a springboard to the Project Management Institute s PMI PMP certification This study guide helps you build the knowledge you need to be confident on exam day Review 100 percent of the Project exam objectives Understand the real world applications of each concept Gain expert insight drawn from real world experience Access online practice exams electronic flashcards and more Every industry needs people who know how to deliver successful project outcomes The Project exam parallels the PMI s A Guide to Project Management Body of Knowledge PMBOK Guide so this smart study guide gives you a solid foundation for additional project management training and certification The CompTIA Project Study Guide Second Edition combines industry leading expertise with Sybex resources to help you successfully begin your project management journey      The Fast Forward MBA in Project Management Eric Verzuh, 2011-01-11 An updated and revised edition of a bestselling guide to project management The first edition of The Fast Forward MBA in Project Management sold over 100 000 copies and has been widely adopted in university courses and corporate training programs around the world The book teaches the basic methods for defining planning and tracking a project as well as techniques for leading and building strong project teams This new edition includes Downloadable customizable project management forms Study aids for passing the popular Project Management Professional certification exam Guidelines for building high performance project teams New examples of project management at work in the 21st century Eric Verzuh Seattle WA is certified by the Project Management Institute and is President of The Versatile Company which delivers project management training and consulting services to such companies as Adobe Systems Inc GE Lockheed Martin Nordstrom and the United States Postal Service He is also the author of The Portable MBA in Project Management 0 471 26899 2 from Wiley      **Project Management for Healthcare Informatics** Susan Houston, Lisa Anne Bove, 2007-11-25 Through its use of real clinical examples this book provides an explanation of the project management process tailored for nurses It first describes in detail the project management process along with its relationship to the phases of the project life cycle Coverage includes the tools available to successfully complete each phase of the project management process and advance the project life cycle With the aid of case studies and

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