

## **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 Documents

**William Heldman, Lona Cram**



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**Project Management for Business Professionals** Joan Knutson, 2002-02-28 No longer restricted to the engineering industry project management has at long last crossed over to mainstream business Project Management for Business Professionals is the definitive reference on the essentials of contemporary project management Featured here are some of the foremost practitioners and researchers from academia consulting and private industry sharing their various areas of project management expertise and providing a wide range of perspectives on everything from risk management to resource planning to ethics management Focusing on both the technical and human sides of the field this unique resource follows the main points of the project management body of knowledge the certification standard of the Project Management Institute The experts address the procedures and processes for planning and managing projects and explore project team group dynamics examining the interpersonal relations and the political and organizational considerations that can impact a project

*Enterprise Project Management* Hagit Landman, 2008-07-15 This guide illustrates how to implement an EPM solution to better meet an organization s project management goals based on the Project Management Institute s proven methodologies in the third edition of PMBOK using Microsoft s Project Server 2007 Project Professional and SharePoint technology **How**

**to Establish a Document Control System for Compliance with ISO 9001:2015, ISO 13485:2016, and FDA Requirements** Stephanie L. Skipper, 2015-10-12 This book explains the requirements for compliance with FDA regulations and ISO standards 9001 13485 for documented information controls and presents a methodology for compliance The document control system DCS or documented information control system DICS is the foundation of a quality management system It is the first quality system element that must be implemented because the establishment and control of documented processes and information in a quality controlled environment is dependent on the ability to proactively manage access to documents and the movement of documents through the document life cycle A well developed document control system benefits business by Improving knowledge retention and knowledge transfer within and across business units Improving access to knowledge based information Improving employee performance by providing standardized processes and communicating clear expectations Improving customer communication and satisfaction by providing documented information

from which common understanding can be achieved Providing traceability of activities and documentation throughout the organization Improving organization of and access to documents and data Sample documents are included in the appendixes of this book to help clarify explanations This book provides a process based approach that can be used for controlling all forms of documented information that are required to be managed under the quality management system **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 to how to create more effectively and guide you on the path toward digital design mastery **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 **Project Management**

**Essentials You Always Wanted To Know** Kalpesh Ashar,Vibrant Publishers,2022-01-20 Simplified explanation of concepts Chapter Summaries Solutions to Practice Exercises Practical approaches for application Best Practices Project Management Templates As employees move into a project management role they need to learn new skills These would include management of several different dimensions of a project to deliver the project successfully Project Management Essentials You Always Wanted to Know 5th Edition provides the core information about how to manage the complexity of modern projects with improved easy to understand explanations a new WBS template and a new chapter on Agile The new edition includes topics such as Project management overview Project Initiation Constraints Stakeholders PMO Life Cycles Project Planning WBS CPM Budgeting Quality Resources Communications Risk Procurement Stakeholders Project Execution Audits Resources Communications Project Monitoring Controlling Tracking Quality Control Change Control Project Closure Agile Overview new About the Series The Self Learning Management series is designed to help students new managers career switchers and entrepreneurs learn essential management lessons This series is designed to address every aspect of business from HR to Finance to Marketing to Operations be it any industry Each book includes basic fundamentals important concepts standard and well known principles as well as practical ways of application of the subject matter The distinctiveness of the series lies in that all the relevant information is bundled in a compact form that is very easy to interpret *Project+ Study Guide* William Heldman,Lona Cram,2004-11-19 Here s the book you need to prepare for the latest version of CompTIA s 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 project management Practical examples and insights drawn from real world experience Leading edge exam preparation software including a test engine and electronic flashcards You ll also find authoritative coverage of key exam topics including Project Initiation and Scope Definition Project Planning Project Execution Control and Coordination Project Closure Acceptance and Support This book has been reviewed and approved as CompTIA Authorized Quality Curriculum CAQC Students derive a number of important study advantages with CAQC materials including coverage of all exam objectives implementation of important instructional design principles and instructional reviews that help students assess their learning comprehension and readiness for the exam Note CD ROM DVD and other supplementary materials are not included as part of eBook file 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 edge exam preparation software

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*Improving Standards-Based Learning* Judy F. Carr,Doug Harris,2009-05-21 This comprehensive resource provides ready to use tools to lead educators through the design implementation and evaluation of a high quality standards based curriculum that significantly and positively impacts student learning

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 MISDePaul 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 clearly enables organizations of all types and sizes to understand and better manage their risk environments and make better decisions through use of the COSO ERM framework A pragmatic guide for integrating ERM with COSO internal controls this important book Offers you expert advice on how to carry out internal control responsibilities more efficiently Updates you on the ins and outs of the COSO Report and its emergence as the new platform for understanding all aspects of risk in today s organization Shows you how an effective risk management program following COSO ERM can help your organization to better comply with the Sarbanes Oxley Act Knowledgeably explains how to implement an effective ERM program COSO Enterprise Risk Management is the invaluable working resource that will show you how to identify risks avoid pitfalls within your corporation and keep it moving ahead of the competition

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