

Scope and Objectives Document

Project Name: Inventory Management System Upgrade

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1. Purpose

This document defines the overall scope and key objectives for the Inventory Management System Upgrade project. It provides clarity on what is to be delivered, boundaries of the project, as well as specific goals to be achieved.

2. Project Scope

2.1 In Scope

- Upgrade current inventory management software to the latest stable version.
- Migrate existing item and stock data to the new platform.
- Integrate the upgraded system with current accounting software.
- Provide training for key users and stakeholders.
- Develop and implement user guides.

2.2 Out of Scope

- Integration with third-party e-commerce platforms.
- Physical inventory checks or auditing.
- Hardware upgrades for warehouse devices.

3. Objectives

1. Modernize the inventory system to improve reliability and security.
2. Ensure smooth transition with minimal downtime.
3. Enhance reporting functions to meet the latest business requirements.
4. Increase user adoption through effective training and documentation.

4. Success Criteria

- All existing data is accurately transferred to the new system.
- System is fully operational and accessible to all users within the specified timeline.
- Positive feedback from user training sessions.
- No critical defects reported during the first month of operation.

5. Stakeholders

- Project Sponsor: Chief Operations Officer
- Project Manager: IT Department

- End Users: Warehouse Staff, Accounting Team
- IT Support Team

Important Notes

- The Scope and Objectives Document helps set clear boundaries and expectations for a project.
- Regular updates may be needed as the project evolves.
- Stakeholder review and approval is crucial before moving to execution.
- Clarity on what is out of scope helps prevent scope creep.
- Document serves as a point of reference in case of disagreements or confusion.