

## Example: Project Scope Statement

<b>Project Name:</b> Improvement in HR A/P processes
<b>Project ID:</b> 2013-HR-AP
<b>Date:</b> Jan. xx, 20xx
<b>Project Sponsor:</b> Elana Sampson
<b>Project Manager:</b> Lisa Carona
<b>Project Justification</b>
<p>This BPI project is being launched in order to solve the following business problems:</p> <ul style="list-style-type: none"><li>• Amount of time required to process invoices received by HR from external training vendors</li><li>• Reduced vendor satisfaction working with the organization</li></ul> <p>Currently invoices are processed for payment anywhere from 35 to 38 days after receipt. Turnaround time committed to within vendor agreements are 30 days for payment of invoices. Within the last year more than 50% of the vendors have complained about payment on invoices. New, or refined, processes should enable for a reduction of time for reviewing and approving vendor invoices by HR from the current 5+ days to no more than 3 days.</p>
<b>Project Description and Deliverables</b>
<p>This project begins effective Jan. xx, 20xx and will run for a six month time period. The following deliverables are expected by no later than June. xx, 20xx:</p> <ul style="list-style-type: none"><li>• Refined, or new processes, for HR A/P procedures to ensure that all training vendor invoices are paid within 30 days of receipt and the time for review and approval of vendor invoices by HR is no more than 3 days from receipt of invoice by vendor.</li></ul> <p>Budget allocated for this project is capped at \$15,000.</p> <p>Key stakeholders, or customers, of this project include:</p> <ul style="list-style-type: none"><li>• HR</li><li>• Accounting/Finance</li><li>• Training vendors</li></ul> <p>This project requires the following high level tasks to be completed:</p> <ul style="list-style-type: none"><li>• Documenting of current HR A/P process, looking for gaps within the process, or “trouble spots” that are creating a delay in processing payments to vendors</li><li>• Survey to training vendors to understand concerns from their perspective</li><li>• Review of current training vendor contracts to determine commitments made around payment</li></ul>

<p>of invoices</p> <ul style="list-style-type: none"><li>• Development of new, or refinement of current process, for HR A/P procedures</li><li>• Testing of new process</li><li>• Finalizing and roll out of new process</li></ul>		
<b>Project Constraints</b>		
<p>The following are potential constraints to the project:</p> <ul style="list-style-type: none"><li>• Accounting support is required on two other major projects that are ending during March, 20xx. This may impact the timeline for this project.</li><li>• Other issues may be determined once the current HR A/P process is outlined which may impact the timeline for this project.</li><li>• Other issues may be determined when a vendor survey is completed that may impact satisfaction more than this issue is impacting satisfaction.</li><li>• HR staff will be launching the annual review process beginning in mid-January, potentially impacting their ability to devote sufficient time to the project.</li></ul>		
<b>Project Assumptions</b>		
<ul style="list-style-type: none"><li>• \$15,000 is sufficient to complete the initiative since much of the work is being done internally with only minimal external support.</li><li>• The project timeline can be extended if needed to manage constraints noted above that may come to fruition.</li><li>• The project sponsor will be available to contribute to solving problems that may arise with getting support for this project.</li></ul>		
<b>Developed by:</b>	Lisa Carona, BPI Project Manager	<b>Date:</b> Dec. xx, 20xx
<b>Approved by:</b>	Elana Sampson, EVP, HR (Project Sponsor)	<b>Date:</b> Dec. xx, 20xx