Project Scope and Status Report

<Client>	
Purpose	Revenue Results implemenation

Project team members

PROJECT TEAM			
Name	**Project Role**	**Direct Phone**	**Email**

RevQ 866-684-7387			
Name	**Project Role**	**Extension**	**Email**
Steve Ard	Executive Sponsor	x5616	Steve.Ard@RevQ.com
Jon Daane	RevQ Sales Executive	x5730	Jon.daane@RevQ.com
Bjorn Bakke	Project Manager	800-488-4420 ex 5715	Bjorn.Bakke@ColumbiaUltimate.com
Robert Nyholm	Data Integration	x5650	Robert.Nyholm@RevQ.com
Kellie Mendenhall	Senior Trainer/Analyst	x5676	Kellie.Mendenhall@RevQ.com
Aaron Burge	Technology	x5710	Aaron.Burge@RevQ.com
Kevin Mattson	Business Analysis	x5638	Kevin.Mattson@RevQ.com

PROJECT SUMMARY	STATUS

Project Milestones & Associated Tasks-

TASK	RESOURCE	STATUS	DATE	NOTES
Project Management				
Kick off call				
Create and send out Project Scope and Dashboard Report				
System Installation				
Install Revenue Results				
Install Revenue RR client on users PC's				
Business/Technical Analysis				
BA Analysis				
Sen BA for review				
Sign off on BA				
TA Analysis				
Send TA for review				
Sign off on TA				
Interfaces and Conversions				
Create conversion file				
Create Interfaces				
Test Interfaces				
User Acceptance Testing and Training				
Admin and setup training				
Validate Interface data				
Validate Conversion data				
Validate daily activities in application				
Revenue Results End User Training				
Go-Live				
Run data conversion				
Go Live on application				
Go live support				
Project Close				
Close Project				

STATUS KEY	
On Track	Task is performing as planned or exceeding planned activities
At Risk	Task issue(s) exist and need management attention
On Hold	Task issue(s) exist and work cannot proceed until resolved
Completed	Task is fulfilled

Project Communications Plan

DATE	STAKEHOLDER	MESSAGE	FREQUENCY	DELIVERY	COMMENTS

Project Scope

IN SCOPE
In Scope:

OUT OF SCOPE
Out of Scope:

TRAINING			
Description	**Assigned**	**Dates**	**Status**

RISK

Description	Status	Severity

ENHANCEMENT REQUESTS

Title	Description	Status	Importance (L, M, H)

ISSUES LIST

Description	Owner	Status	Go-live	No-Go

OPEN ITEMS

Date	Description	Owner	Status

NOTES		
Date	**Notes**	**Action items**