Scope Statement

<table>
<thead>
<tr>
<th>Project Title: Recreation and Wellness Intranet Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date: February 26, 2015</td>
</tr>
<tr>
<td>Prepared by: Jane Smith</td>
</tr>
<tr>
<td>Project Start Date: March 3, 2015</td>
</tr>
</tbody>
</table>

Project Justification:
The Recreation and Wellness Intranet Project is an intranet site with the strategic goal of improving employee’s health and well-being where the MYH company can negotiate lower health insurance premiums. Over the next four years the net savings expected is at least $30/employee/year for full-time employees.

Product Characteristics and Requirements:
Develop an employee intranet website that has the following characteristics and meets these requirements:

1. Provide a secure website with user (employee and management) logins
2. Secure database for storing employee data, recreation activities, content, and statistics.
3. Reports for employees to review their progress
4. Reports for management to review site participation statistics
5. Discussion forum for employees to share their progress, tips and other information with other employees.
6. Screens/forms for employees to register for the site, enroll in company-sponsored health classes, and contests/incentives.
7. Content: health, nutrition and exercise articles

Summary of Project Deliverables

Project management-related deliverables:

- Project charter
- Scope statement
- Project Plan
- WBS
- Status reports
- Budget
- Lessons Learned report
- Final project presentation.

Product-related deliverables:

Recreation and Wellness Intranet:
1. Secure database
2. Employee reports
3. Management reports  
4. Employee discussion forum  
5. Screens/forms – registration, health classes, contests/incentives  
6. Program code and documentation  
7. Content  

Development deliverables:  
1. Requirements document  
2. Design documents  
3. Programs and documentation  
4. Test plans and testing documentation  
5. Deployment plan  
6. Training plan and materials  

**Project Success Criteria:**  
- Improve employee health within one year of implementation enough to negotiate lower health insurance premiums with a net savings for $30/employee/year for full-time employees over the next four years.  
- Complete the project within 6 months and within the $200,000 budget.