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# **Scope Management Plan**

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## **Scope Statement**

Install an ERP system throughout university and its various departments. Create or purchase a system which will improve accounting, communication between departments, be cloud-based, and train all university users on the system. The time-frame this will take will be within 48 months.

## **Scope Baseline**

The University will select an ERP software package that will have applications that will be fully integrated with the university legacy systems. The ERP will include capabilities for analytical reporting, and measuring and tracking key performance indicators across departments. Additionally, the ERP solution will include tools for performance dashboards, ad-hoc analysis, data-mining, as well as bi-directional integration with Microsoft Office tools such as MS Excel. The ERP will provide for a ticketing system that the university departments can use to notify I.T that systems are down, or if they require assistance that can be accessed by any end user over the university intranet “Home” page. The other features that will help modernize university operations includes:

* ***Integration framework:*** A robust integration framework is required at the core of the ERP Solution and can encompass capabilities and tools for data integration (e.g., ETL, web services, data quality, data profiling, replication, and change data capture), process integration (e.g., SOA, Hub & Spoke), and information integration (e.g., content management, and enterprise search) to enable a seamless information exchange between the ERP backbone and other applications.
* ***Information security:*** Security and controls across the data, application and infrastructure tiers are critical features of the envisioned ERP Solution. Since the ERP Solution will contain highly sensitive and confidential data, robust information security, data protection and governance are required, including encryption, firewalls, identity and access management, role-based access control, privileged user access control (i.e., to prevent system and application administrators from unauthorized access to confidential information), digital rights management, at all tiers of the ERP Solution (i.e., from user interface to disk). Additionally, security provisions need to protect the ERP Solution from malicious code, unauthorized access, hackers, and intrusion. Security provisions of the ERP Solution need to follow State security regulations.
* ***Hosted solution:*** ERP system should either be hosted on campus in the university owned data center facilities with system management functions provided by State staff or hosted by a third party using a Virtual Private Cloud (VPC) model with system management functions provided by the third- party hosting provider.

At the end of each phase will be a milestone, that will be checked against the quality plan to ensure the end users can requirements determined in the Analysis Phase is fulfilled as well as adherence to the budget and schedule.

Reference:

PMI. (2013). A Guide to the Project Management Body of Knowledge (POMBOK Guide) Fifth

Edition. Project Management, Inc. Newtown Square, Pennsylvania.