# Project Data Sheet

## Project Name

## Version

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**Note:** In any table, select and delete any blue line text; then click Home ➔ Styles and select “Table Text” to restore the cells to the default value.

<table>
<thead>
<tr>
<th>Project Manager</th>
<th>Joe Manager</th>
<th>Executive Sponsor</th>
<th>Felicia Friendly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product Manager</td>
<td>Betty Brian</td>
<td>Project Start Date</td>
<td>09/12/16</td>
</tr>
</tbody>
</table>

### Clients

<table>
<thead>
<tr>
<th>Risk Management</th>
<th>Reduce manual data entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial Operations</td>
<td>Improve customer service</td>
</tr>
<tr>
<td>Marketing</td>
<td>Faster order processing</td>
</tr>
<tr>
<td>Sales</td>
<td>Better account management</td>
</tr>
</tbody>
</table>

### Project Objective Statement

1. **The objective is to build a customer-facing website** that to permit customers to order online.
2. **The website will include customer history and price reductions for volume sales.**
3. **The system must be operational by no later than September 2017.**

### Performance Attributes

**1. The objective is to build a customer-facing website that**

- 100,000 transactions per day.
- Available in 6 languages.
- Training available in 6 languages not to exceed ½ day.

**2. The website will include customer history and price reductions for volume sales.**

**3. The system must be operational by no later than September 2017.**

### Trade-Off Matrix

<table>
<thead>
<tr>
<th>Fixed</th>
<th>Flexible</th>
<th>Accept</th>
<th>Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope</td>
<td>X</td>
<td>25,000 FP</td>
<td>Windows 10</td>
</tr>
<tr>
<td>Schedule</td>
<td>X</td>
<td>+/- 6 weeks</td>
<td>SQL Server</td>
</tr>
<tr>
<td>Resource</td>
<td>X</td>
<td>+/- $5 Million</td>
<td>HTML5, CSS and .NET</td>
</tr>
<tr>
<td>Stability</td>
<td>X</td>
<td>Interface with sales &amp; marketing system</td>
<td></td>
</tr>
</tbody>
</table>

**Project Delay Cost Per Month: $62,500**

**Exploration Factor: 7**

### Business Subject / Activity

- **Sales Management**
- **Sales Analysis**
- **Sales follow-up**
- **Regional distribution of profits**

### Marketing

- **Lead generation**
- **Lead follow-up**
- **Order management**

**Issues & Risks**

- Sales staff may be reluctant to embrace new system
- Technology may not be available to support project
- Team members may not agree on requirements baseline.

**See the Feature Breakdown Structure for details.**

### Major Project Milestones

- **Develop website:** 02/10/17
- **Incorporate eCommerce capabilities:** 04/23/17
- **Provide profit distribution:** 06/12/17
- **Provide marketing features:** 08/28/17