

Scope Statement Example

This example is not the actual scope for any project in progress at the U of S. It is an example of a concise scope statement and is based on work done by the Si! Project Manager.

The sample items show clear reference to required features and modifications (e.g. by coded customization number), references to internal systems that will be affected by this project (e.g. Ganymede), data conversion and required manuals.

In Scope

- Configuration of vendor baseline functionality (data entry forms, valid value tables, rule tables, etc.)
- Transfer credit recording (manually, student by student)
- Online applications for direct entry programs managed by SESD
- Letters (implemented using Communication Plans and/or Population Selection & Letter Generation) including:
 - Mailing labels
 - Acknowledgement letters
 - Decision letters
- CR006 – SaskLearning high school transcript download (EDI)
- CR007 – High school admission average calculator
- CR009 – Self-service triggers (push data to real tables, not just text)
- CR072 – Pay page for application fee
- Admissions information available in Ganymede ODS
- Admissions reports from ODS:
 - Reports for SESD: 4
 - Reports for direct entry colleges: 7
- High school institutions data load
- High school transcript data conversion
- Previous year(s) applications data conversion
- Citizenship data conversion
- Education Equity data conversion
- Business process documentation
- Training manuals
- End-user training
- Online help

Out of Scope

- Automatic transfer articulation based on equivalency tables
- Online applications for Admission for colleges not listed as in scope
- CR020 – Tuition deposits (CR#12 prepared, not yet approved)