

1. **Introduction**

The purpose of this document is to provide a comprehensive overview of the project's goals, objectives, and scope. It serves as a reference for all stakeholders involved in the project.

2. **Project Goals and Objectives**

The primary goal of this project is to develop a new software application that streamlines the workflow of the department. The specific objectives are:

- 1. To identify the current workflow and its inefficiencies.
- 2. To design a new software application that addresses these inefficiencies.
- 3. To implement the new application and train staff on its use.
- 4. To evaluate the impact of the new application on the department's productivity.

3. **Project Scope**

The project scope is defined by the following parameters:

- Geographical Scope:** The project will be implemented across all departments within the organization.
- Functional Scope:** The new application will focus on automating the data entry and reporting processes.
- Time Scope:** The project is scheduled to start in January 2024 and be completed by June 2024.

4. **Stakeholders**

The following individuals and groups are identified as key stakeholders in this project:

- Project Sponsor:** Mr. John Doe, Director of Operations
- Project Manager:** Ms. Jane Smith, Senior Project Manager
- Steering Committee:** A group of senior managers responsible for providing guidance and resources.
- End Users:** All staff members who will be using the new application.

5. **Conclusion**

This document outlines the foundational elements of the project. It is essential that all team members understand these goals and objectives to ensure a successful outcome.