INTRODUCTION

Purpose of Plan

The AIM management system Project Plan will provide a definition of the project, including the project's goals and objectives. Additionally, the Plan will serve as an agreement between the following parties.

GOALS AND OBJECTIVES

Project Goals and Objectives

Sample project goals and objectives:

- Administration.
- Sales.
- Accounts.
- Design
- Production and programming
- Press
- Shipping

PROJECT SCOPE DOCUMENT

Project Name: AIM Management System

Project Sponsor: ACME Image Makers   **Project Leader:**   Mr. Xyz

Project Start Date: 30/09/2012   **Project End Date:**   30/10/2012

Objective: To develop software that will provide all the functionalities mentioned by AIM, which includes the management of Administration, Sales, Accounts, Design, Production & Programming, Press, Maintenance & Shipping departments.

Narrative: Currently ACME Image Makers do not have a system which manages the administration, sales, accounts, production and programming, press, maintenance and shipping departments. Previously AIM operated from a small office, but now they are relocating to a better location with a spacious working environment.

They are planning to improve the state of their company and want software to manage all their departments.

Deliverables:
(Tangible and intangible products, processes, results and services)

1. A document that identifies the specific modules and related software to be implemented and their 'go live' dates.

2. Detailed project plan and procedure for monitoring and tracking progress against the plan.

3. A Potential Problem Analysis (Risk Assessment) with preventive and contingent action steps for likely problem scenarios will be developed.

4. The selected Banner modules and all related systems will be tested prior to their 'go live' dates to ensure that they are ready for production.

5. End-users will be trained and re-trained in the use of the system prior to module 'go live' dates.

6. Technical and end-user documentation will be developed and available prior to module 'go live' dates.

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