

## 1. Introduction

The purpose of this document is to provide a comprehensive overview of the project's objectives, scope, and deliverables. It is intended for the project sponsor, steering committee, and other stakeholders involved in the project.

## 2. Project Objectives

- 1.1.1. Define the project's purpose and goals.
- 1.1.2. Identify the project's scope and boundaries.
- 1.1.3. Establish a clear understanding of the project's deliverables.
- 1.1.4. Determine the project's budget and resources.
- 1.1.5. Identify the project's risks and dependencies.
- 1.1.6. Establish a communication plan.

## 3. Project Scope

The project scope defines the boundaries of the project, including the work to be performed, the resources to be used, and the timeline for completion. The scope is defined by the project's objectives and the project's deliverables. The project's scope is limited to the following areas:

- 1.3.1. Project Management
- 1.3.2. Business Process Improvement
- 1.3.3. Information Systems
- 1.3.4. Human Resources
- 1.3.5. Financial Management
- 1.3.6. Risk Management
- 1.3.7. Quality Management
- 1.3.8. Communications Management
- 1.3.9. Procurement Management
- 1.3.10. Stakeholder Management

## 4. Project Deliverables

The project deliverables are the results of the project's work. The deliverables are defined by the project's objectives and the project's scope. The project's deliverables are:

- 1.4.1. Project Charter
- 1.4.2. Project Management Plan
- 1.4.3. Work Breakdown Structure
- 1.4.4. Risk Register
- 1.4.5. Communication Plan
- 1.4.6. Project Schedule
- 1.4.7. Project Budget
- 1.4.8. Project Report
- 1.4.9. Project Closure Report

The project deliverables are the results of the project's work. The deliverables are defined by the project's objectives and the project's scope. The project's deliverables are:

## 5. Project Organization

The project organization defines the roles and responsibilities of the project team members. The project organization is defined by the project's objectives and the project's scope. The project's organization is as follows:

- 1.5.1. Project Sponsor
- 1.5.2. Project Steering Committee
- 1.5.3. Project Manager
- 1.5.4. Project Team
- 1.5.5. Project Stakeholders

## 6. Project Risks

The project risks are the potential events that could affect the project's success. The project risks are defined by the project's objectives and the project's scope. The project's risks are:

- 1.6.1. Project Schedule
- 1.6.2. Project Budget
- 1.6.3. Project Quality
- 1.6.4. Project Stakeholder
- 1.6.5. Project Risk

## 7. Project Communications

The project communications are the interactions between the project team members and the project stakeholders. The project communications are defined by the project's objectives and the project's scope. The project's communications are:

- 1.7.1. Project Charter
- 1.7.2. Project Management Plan
- 1.7.3. Work Breakdown Structure
- 1.7.4. Risk Register
- 1.7.5. Communication Plan
- 1.7.6. Project Schedule
- 1.7.7. Project Budget
- 1.7.8. Project Report
- 1.7.9. Project Closure Report

## 8. Project Quality

The project quality is the degree to which the project's deliverables meet the project's requirements. The project quality is defined by the project's objectives and the project's scope. The project's quality is:

- 1.8.1. Project Charter
- 1.8.2. Project Management Plan
- 1.8.3. Work Breakdown Structure
- 1.8.4. Risk Register
- 1.8.5. Communication Plan
- 1.8.6. Project Schedule
- 1.8.7. Project Budget
- 1.8.8. Project Report
- 1.8.9. Project Closure Report

## 9. Project Financials

The project financials are the costs and benefits of the project. The project financials are defined by the project's objectives and the project's scope. The project's financials are:

- 1.9.1. Project Charter
- 1.9.2. Project Management Plan
- 1.9.3. Work Breakdown Structure
- 1.9.4. Risk Register
- 1.9.5. Communication Plan
- 1.9.6. Project Schedule
- 1.9.7. Project Budget
- 1.9.8. Project Report
- 1.9.9. Project Closure Report

## 10. Project Risk

The project risk is the potential for the project to fail. The project risk is defined by the project's objectives and the project's scope. The project's risk is:

- 1.10.1. Project Charter
- 1.10.2. Project Management Plan
- 1.10.3. Work Breakdown Structure
- 1.10.4. Risk Register
- 1.10.5. Communication Plan
- 1.10.6. Project Schedule
- 1.10.7. Project Budget
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- 1.10.9. Project Closure Report

## 11. Project Stakeholder

The project stakeholder is the person or organization that has an interest in the project. The project stakeholder is defined by the project's objectives and the project's scope. The project's stakeholder is:

- 1.11.1. Project Charter
- 1.11.2. Project Management Plan
- 1.11.3. Work Breakdown Structure
- 1.11.4. Risk Register
- 1.11.5. Communication Plan
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# That Face Polly Stenham Script

**Ying-Ying Zheng**



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