[Project name]
Vision & Scope

	Position	Full Name	Date
Developed by	*[Role at the project team]*	...	...
Verified by	*[Role at the project team]*	...	...
Approved By	*[Role at the project team]*	...	...

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SOLUTION VISION

VISION STATEMENT

For the XXX PR department

Who wishes to increase employees' involvement in corporate life and develop corporate culture, to facilitate the onboarding process for newcomers, and to simplify interaction with the company's information resources for all employees,

The new XXX portal

Is an updated corporate Intranet website

That will provide the ability to manage employees' daily routine and get corporate news in one place.

Unlike the existing XXX portal with low employees' traffic, no obvious information placement logic, and a weak search engine,

Our product will provide employees clear and simple experience of managing daily work routines and getting actual search results, which will increase employees' loyalty and satisfaction level and decrease the quantity of the same-type questions to the PR department.

ASSUMPTIONS AND DEPENDENCIES

ID	Assumption
AS-1	All employees are informed about the XXX relaunch and familiar with updates and new features.
AS-2	All employees have free access to the new XXX portal.
AS-3	All related to employee's needs systems (Jira, Confluence, MS Office) are integrated into XXX and work without crashing.
...	...

SCOPE AND LIMITATIONS

SCOPE OF INITIAL RELEASE

Epic	ID	User	Feature	Assumptions
Submit Issue	SI-1:	Employee	Submit ICT issue	• Predefined list of possible issues; • …
	SI-2:		Submit internal Jira issue	-
Vacation	VA-1	All Users	View available vacation days	• Autocalculated; • …
	VA-2		Log vacation	• Manager's approval required;
	VA-3		Edit vacation	-
News	NE-1	All Users	View newcomers news	• Filled by PR department;
	NE-2		View anniversaries news	-
	NE-3		View birthdays news	• Reminder for PR department staff needed;
	…	…		…

SCOPE OF SUBSEQUENT RELEASES

ID	Feature
FE-1	Add mobile view
FE-2	View personal account
FE3	Add personal info
FE-4	Edit personal info
FE-5	Delete personal info
FE-6	Add CV
FE-7	Edit CV

ID	Feature
FE-8	Delete CV
...	...

LIMITATIONS AND EXCLUSIONS

ID	Limitation
LI-1:	The new XXX will not exclude PR department involvement in the work process.
LI-2:	News and updates should be added manually by the PR department.
LI-3:	Moderation is needed.
LI-4:	1st release does not include mobile version.
LI-5:	1st release includes main page only.
...	...

BUSINESS CONTEXT

STAKEHOLDER PROFILES

Stakeholder	Major Value	Major Interests	Constraints
PR department	• More efficient use of staff time throughout the day; • Higher employees' loyalty.	• Job efficiency; • Employees' awareness.	• Training for employees about updated XXX is needed.
Employees	• Faster and simpler way to access campaigns resources and info; • Involvement in corporate life.	• Simplicity of use; • Time saving; • Awareness of corporate bonuses and discount programs.	• Access to corporate intranet is needed.
Department managers	• Convenient team- and project tracking and management.	• Job efficiency; • Time saving.	• Access to corporate intranet is needed; • Notifications.
Newcomers	• Clear instructions in first work days; • Frustration minimization.	• Fast involvement in corporate rules and policies.	• Access to corporate intranet is needed; • Clear and user-friendly interface.
…	…	…	…