

Scope Statement (Version 1.0)

Project Title: Kevin's Birthday Cake

Date: September 15, 2023

Prepared by: Kevin Trainor

Project Justification:

This birthday cake project is being funded by Kevin's wife, Brooke. She will pay for the cake by credit card and the bakery will deliver it to the iSchool Help Desk for the celebration. There is a tradition of sharing celebration cakes with people at the iSchool by making the cakes available at the Help Desk. No further need for justification is anticipated.

Product Characteristics and Requirements:

1. This should be a premium cake produced by a well-regarded CU-area Bakery.
2. The cake should yield 50 to 75 servings.
3. It should be a 4-layer pound cake with 2 chocolate layers and 2 vanilla layers alternating.
4. The cake should be frosted with vanilla buttercream icing.
5. Layers should be separated by a filling of fresh strawberries and custard combined.

Product User Acceptance Criteria:

The bakery will provide a written order/invoice that reflects these specifications as well as the agreed to date and time for delivery. This order/invoice will be approved by Brooke Trainor at least 1 week before the delivery date. The supervisor at the Help Desk will inspect the cake upon delivery for compliance with the order/invoice as approved.

Summary of Project Deliverables

Project management-related deliverables:

1. This scope statement to be signed as approved by Brooke Trainor and the supervisor of the Help Desk.
2. The order/invoice to be produced by the bakery and approved by Brooke Trainor at least 1 week before the delivery date.

Product-related deliverables:

1. The finished cake delivered to the iSchool Help Desk in good condition.