

MET MARKET SHAREPOINT VISUAL UPDATE

**Scoping Document to Create a
unified look and feel for the
new MetMarket SharePoint
site/portal**

metropolitanmarket



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V1.0

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SCOPE STATEMENT

With new SharePoint servers stood up recently and some content in place by the team at Metropolitan Market, it has been requested that the visuals be updated to coordinate with existing assets, both on the web and in print. A set of designs have been put forth from design resources and the intent is to match those designs as close as possible on the new SharePoint site. This is a high-level site/portal theming project.

AUDIENCE

This is for current internal Corporate users and Employees.

*** Not for external users. ***

REASON FOR UNDERTAKING

The current (new) SharePoint site/portal is in need of alignment with the rest of the corporate visuals.

OBJECTIVES AND CONSTRAINTS

Phase 1

- *Objective*
 - *Update SharePoint visuals to match (as close as possible) designs put forth by Susan and the design team to the landing page and portions of the rest of the site/portal.*
 - *Theme the site/portal*
- *Constraints:*
 - *This is partial site/portal update, not a full site/portal update*

- *The timeline for this project has to be complete by April 30th 2018 and contains 2 weeks for training on the new site/portal*
 - *All Phase 1 visual updates need to be completed (no later than) by end of day Monday, April 16th 2018*

Phase 2 – Currently Out-of-Scope

- *Objective*
 - *TBD*
- *Constraints:*
 - *TBD*

DIRECTIONS

Utilize resources to make the new SharePoint site/portal align with existing assets as close as possible.

MAIN STAKEHOLDERS INVOLVED

Tracy Armer tarmer@metropolitan-market.com

Steve Shinoda (IT Director) sshinoda@metropolitan-market.com

Susan ?? (Design)

IN-SCOPE / OUT-OF-SCOPE DELIVERABLES

All deliverables not in the In-Scope list are assumed to be out of scope. Additional items can be requested but will only be considered as part of Phase 2, if accepted, which is currently out-of-scope for the current Phase 1.

In-Scope

- *Update the site logo (big circle with stylized M in it)*

- *Replace metmarket text in primary navigation with stylized image of metmarket text*
- *Increase size and color of menu text to match design redlines*
- *Update site/portal with fonts matching design redlines*
- *Update site/portal colors in header bars (top 2) to match design redlines (theming the site) site wide*
 - *Hex color 1: not specified*
 - *Hex color 2: not specified*

Out-of-Scope

- *Updates to the lists and reporting pages contents*
- *Updates to current imagery*
- *Adding content*
- *Anything not mentioned in the In-Scope list*

RISKS

- *Missing Corporate Fonts on the new SharePoint servers*
 - *Require installation by IT*
- *Images assets from design resources*
 - *Required from Design resource deliverables*
 - *Large circle with stylized M in it*
 - *MetMarket image to replace MetMarket primary navigation text*
 - *Hex/RBG colors for Theme and fonts*
- *VPN access to servers to make changes*

- *Require VPN method for Mac computer from IT into the Metropolitan Market SharePoint server(s)*
- *Tracy Armer out of town during initial phase of project*
 - *Currently being covered by Steve Shinoda*
- *Short tight deadline*
 - *April 16th 2018 for visual changes to make start of training 2 weeks prior to the target date of April 30th 2018*

PROJECT BENEFITS

Create a unified look and feel across online and print assets and online sites and portals

HIGH LEVEL BUDGET AND SPENDING AUTHORITY

Metropolitan Market IT department

| | TASK | HOURS |
|----------------|---------------------------------------|--------------|
| Phase 1 | Create Scope Document | 2.0 |
| | Setup VPN with IT | 2.0* |
| | Update Site Logo (Big circled M) | 1.0* |
| | Replace MetMarket text with image | 1.0* |
| | Menu size and color updates | 2.0* |
| | Update site/portal with spec'd fonts | 3.0* |
| | Update site/portal with spec'd colors | 3.0* |

| | TASK | HOURS |
|----------------|--------------------|--------------|
| | Misc. Admin Duties | 3.0* |
| Phase 2 | NA | -.- |

*Hours are estimates, not actual time on task.