# CompanyXYZ Project123

## Project Manager: Faith Hutchinson

## Sponsor: John Doe

## Revision History:

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| --- | --- | --- | --- |
| **Revision date** | **Revised by** | **Approved by** | **Description of change** |
| 11/5/17 | Faith Hutchinson |  |  |
|  |  |  |  |

## Purpose: The purpose of this project is to create an overview of existing P21 pricing libraries in order to thoroughly document the existing process and to create a foundation to determine if changes should be made.

## Scope / Major Project Activities:

# Review documentation provided from Jane Doe

# Review pricing libraries’ structures

# Document existing libraries, books, & pricing pages

* + - Review / document order of operations for pricing libraries
		- Review / document structure for pricing books & pages
		- Determine if there is an existing naming convention
		- Determine if there are redundancies in pricing pages

# Review existing customers’ connection to libraries, books, & pricing pages

# Document how customer pricing is set up in customer maintenance

# Document customers in P21 that do not have pricing libraries

# Confirm COD status for new customers / COD customers pay highest price

# Determine which suppliers provide multiplier sheets to customers for their pricing. This is related to libraries being based on list price rather than cost.

* + \*This will be contingent upon conversations with a CustomerXYZ employee who is familiar with customer pricing
* Determine users who have added or modified pricing libraries and which users should have access.

# Review product group ids if applicable to pricing libraries

## This project does not include setting up or modifying libraries, books, pricing pages, or customer maintenance. This is purely an analysis of how the pricing libraries are already established.

## Deliverables:

This project will establish a baseline to determine which libraries should be maintained as they are and which should be modified.

## Schedule Overview / Major Milestones:

* Milestone 1: Document order of operations for pricing libraries
* Milestone 2: Export Pricing Libraries, books, and pages for each customer including users who have maintained data
* Milestone 3: Export pricing pages and determine redundancies if applicable
* Milestone 4: Export customer pricing methods

## \*Estimated hours for completion: 20

## \*Estimated date for completion: 11/26/2017

## \*Estimates assume all necessary resources are provided & the scope of the project does not change. Revisions will be made in the event of lack of resources and / or scope changes and / or unforeseen anomalies in pricing library that require a more granular dive.