

PROJECT BRIEF

PROJECT NAME	Jones Accounting Customer Tax Document Portal		
PROJECT MANAGER	Jane Rogers Software Solutions	EMAIL	jrogers@softwaresolutions.com
START DATE	11/15/20xx	BUDGET	
END DATE	10/15/20xx		\$xxxxxxx.xx
PROJECT OVERVIEW	Jones Accounting needs a document portal to ease the tax processing burden of their clients in the small and medium business category. The portal will allow clients to upload documents directly to their secure account as time allows, knowing that a professional staff member will process the documents and keep their tax payments on track. It also provides a safe place to store past tax returns and documentation that can be accessed by the client at any time.		
OBJECTIVES	• Create a user-friendly website for clients to upload documents to Jones Accounting. • Assure adequate cloud storage. • Integrate the Jones Accounting firm website with IRS and related local tax entities.		
SCOPE	Create a website portal with secure and sufficient cloud storage to handle new demand.		
DELIVERABLES	User Interface Design Working Website Training Class and Manual Test and Acceptance Document		
SUCCESS CRITERIA	75% Client Uptake by 3/1/xx		
TARGET AUDIENCE	Small and Medium Businesses Small and medium business owners often wear many hats. Without a full-time accountant on staff, they worry about meeting tax deadlines and paperwork. Handing off this burden will give them peace of mind and free up valuable time. Learning to work with a new system may be more easily adopted if it starts at the beginning of a new tax year.		

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