

Introduction

Scope Management involves the management of techniques that make sure that the project comprises

Processes included in Scope Management are:

1. **Collect Requirements** – In this process, project requirements are collected from the stakeholder
2. **Define Scope** – this process is crucial for the success of project since it involves the for
3. **Create WBS** – during this process, deliverables are sub-divided into small and manage
4. **Verify Scope** – project deliverables are reviewed with the client during this process, and
5. **Control Scope** – during this process, project is monitored and controlled to ensure that th

The Scope Management Plan presents structure for the project scope. This plan includes the approach

The objectives of this project are design, program, and analysis of a new software, which will be applied

Scope Management Approach

It is essential that the project scope is managed efficiently by precise scope definition, with a detailed do

- Who is responsible for scope management
- How project scope will be defined, including the creation of Project Scope Statement, Statement of
- How the project scope will be evaluated and confirmed, including the creation of Quality Checklists
- The process involved for changes to scope
- Who is authorized for the acceptance of deliverables, and acceptance of project scope

Project Manager will be entirely responsible for the project scope management. The project scope will d

Roles and Responsibilities

To ensure efficient management of project scope, it is crucial that roles and responsibilities for the mana

Project Manager, Sponsor and project management team will have key roles for the management of pro

Name

Role

Responsibilities

Matthew

Sponsor

- Review the change requests regarding scope
- Endorse or reject the change request
- Acceptance of deliverables

Jacob

Project Manager

Sample Scope Management Plan

- Evaluate and validate project scope
- Assist in the management of scope change requests
- Analyze the impact of scope change requests
- Conduct meetings for evaluation of the change requests
- Communicate decision of scope change requests
- Update the project documents

Daniel

Team Lead

- Measure and verify project scope
- Validate scope change requests
- Evaluate impact of scope change requests
- Communicate results of scope change requests to the team
- Facilitate the process of change review

Joseph

Team Member

- Contribute in describing changes
- Assess the requirement for scope changes and convey to the project manager

Ethan

Team Member

- | |
|----------------------------------|
| Contribute in describing changes |
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- | |
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| Assess the requirement for scope changes and convey to the project manager |
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Table 2.1, Roles and Responsibilities Regarding Scope Management

Scope Definition

This part involves the development of comprehensive project goals, and the project deliverables. Scope can only be defined after the project requirements have been precisely appreciated during the previous process of Collect Requirements. During this process, documents which are created are Requirements Documentation, Requirements Management Plan, and Requirements Traceability Matrix. The Scope Management Plan will describe the procedure to be implemented to create the comprehensive project description and the deliverables. The documents to be used for this purpose are the Project Charter, Requirements Documentation, and other project documents. Tools and techniques to be for defining the project scope are product analysis, identification of alternatives, and conduct of workshops.

The project scope was defined by means of a methodical process of collection of project and product requirements from the stakeholders. Initially, an analysis was conducted regarding the existing software applications of the company, based on client and team feedback. Subsequently, the project requirements were documented, and the requirements management plan, and requirements traceability matrix were developed to trace the requirements to the original.

Project description was completed and the deliverables were identified, based on the user requirements and contribution by the subject matter experts in the disciplines of software design, programming, and testing. Expert judgment was extremely useful in providing valuable information, to accomplish the user requirements of delivering software, which will enhance financial tracking and performance of other financial processes.

Project Scope Statement

The project scope statement explains the project deliverables, and the necessary work involved

for their creation. The Project Scope Statement includes the following elements:

- Product Scope Description – explains what the project should achieve
- Acceptance Criteria – illustrates what objectives should be accomplished for the acceptance of the project
- Deliverables – comprehensive detail of project deliverables
- Exclusions – details of tasks that are not included, and not within the project scope

- Constraints – restrictions on resources, like money, time, manpower, or machinery

- Assumptions – assumptions under which the project will be completed

The project scope statement includes a project description, acceptance criteria, list of deliverables, exclusions, constraints, and assumptions. It also includes work that is not to be executed, and not within the project scope.

This project comprises designing, programming, and testing of a software application that will be used for tracking the company finances. The project deliverables are complete software for financial tracking, with flexibility for modification and expansion, as required. The project acceptance will occur after the successful software testing in all sections, and is confirmed to be compatible with the existing information technology of the company. Ongoing operations and software maintenance is not included in this project. Only company staff and resources can be utilized for this project. Furthermore, the project duration will not exceed 120 days, and budget will be maximum \$600,000. It is assumed that the project sponsor will provide all necessary support, and the branch supervisors, with internal resources, will be available for the project.

Work Breakdown Structure

Work Breakdown Structure and Work Breakdown Structure Dictionary are significant components for efficient scope management. This part of the Scope Management Plan explains how the scope of the project will be decomposed into smaller components in the WBS, and how these small elements will be monitored and controlled during the project life cycle.

To ensure efficient management of the project work, it will be sub-divided into discrete work packages that should not be in excess of 40 hours work. This will permit effective scope management during the project execution. The first level of project decomposition consists of Design, Programming, and Testing. The first level components are further subdivided into work

packages, duration of which will not need 40 hours, and not less than 4 hours (refer WBS below).

Figure 1.1, Work Breakdown Structure

To ensure clear definition of project work, WBS Dictionary is created, which incorporates detail of all WBS elements, including a comprehensive description of work, deliverables, budget, and resources required.

WBS Dictionary

Level

Code of WBS

Name of Component

Work Description

Deliverable

Resources

Budget

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

[Empty box]

Table 1.2, WBS Dictionary

Verify Scope

This section includes the procedure for verification of deliverables, with reference to the scope defined, and the guidelines for project acceptance. The project deliverables should be accepted by the client by scope verification either throughout the project life cycle, or by inspection at the end.

As the project is executed, deliverables will be verified by the Project Manager, keeping in view the scope baseline and the project scope statement that was defined during the project planning. After verification by the Project Manager, review will be carried out with the project sponsor for formal acceptance of the project. The deliverables will be accepted by the sponsor by signing the acceptance certificate. This document will ensure that the sponsor has accepted the project after verification of the project scope, which was agreed during the project planning, and documented in the project scope statement.

Control Scope

Control scope is the process during which project scope is monitored and controlled during project life cycle. This part of the Scope Management Plan also includes procedure for incorporating changes in the scope baseline.

Project Manager and the project management team will be responsible for the scope control. The project management team will use the WBS Dictionary for obtaining details of the work to be completed. The project management team will ensure that only that works are performed, which is defined in the WBS, and no other work is executed since it will be out of scope. If any change is required in the project scope, impact of changes on cost, schedule, and other features will be analyzed by the Project Manager, and then forward the change to the Change Control Board for decision. Change can be recommended by any member of the project management team. All change requests will be forwarded to the Project Manager, using proper Change Request Form, duly filled with all details.

