



**SCOPE MANAGEMENT PLAN
<PubRAMS >**

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INTRODUCTION

The scope of work will be established, confirmed, monitored, and validated according to the guidelines in the scope management plan. The scope management plan's goal is to guarantee that the project remains on track and achieves its intended scope within the established timetable and budget. To create the scope management plan for the PubRAM, the team will follow the five-step process of Project Scope Management: collecting requirements, defining scope, creating a Work Breakdown Structure (WBS), verifying scope, and controlling scope.

Collect Requirements

To gather the necessary requirements for this project, we will conduct interviews with our stakeholders. This approach will help us understand their specific needs and preferences related to their roles in the project.

Define Scope

To define the project scope, user stories and the scope statement will be incorporated into a comprehensive project management plan. This plan will be continuously updated to reflect any changes to the project's scope as it evolves.

Create WBS

The project scope is divided into smaller, more manageable units using a Work Breakdown Structure (WBS). This aids in enhancing the project team's capacity to efficiently manage the project by breaking down the scope into understandable components. The resultant WBS visually depicts the project's scope, rendering it more accessible to all team members.

Verify Scope

In this phase, project deliverables are thoroughly assessed and validated to ensure they align with the specifications outlined in the project scope statement. This process aids in maintaining the project's schedule and ensures that the deliverables fulfill stakeholders' requirements. To achieve this, our team will conduct a walkthrough of the project deliverables with the stakeholders. This will ensure that the deliverables align with their needs and expectations.



Control Scope

This phase involves overseeing and managing alterations to the project's scope. This includes managing modifications to the project's scope and addressing any instances of scope creep that may occur during project execution.

SCOPE MANAGEMENT APPROACH

1. **Scope Authority and Responsibility** - The Project Manager, Jojo F. Castillo, holds the primary authority and responsibility for scope management, supported by guidance from the Project Sponsor, Manuel Sebastian S. Sanchez, to ensure the project is successfully executed within its defined scope and timeline.
2. **Scope Definition** - To precisely define the project scope, SemiByte will utilize various documents, including but not limited to: the Scope Statement, Statement of Work (SOW), Work Breakdown Structure (WBS), WBS Dictionary, and other relevant materials. These documents collectively ensure a comprehensive understanding of the project's scope, objectives, requirements, and deliverables.
3. **Scope Measure and Verification** - To clearly establish the project's measurement and verification, the following metrics will be used:
 - Success Criteria - These measures will evaluate compliance to the defined scope of work and measure overall project completion.
 - Project Sponsor Approval - The project sponsor's crucial approval will verify that the project has adhered to its intended scope, as specified by their recommendations, approvals, and constraints.
4. **Scope Change Process** - Jojo F. Castillo, the project manager, and all team members are authorized to adjust the project scope as needed. However, changes will only proceed after thorough assessment of potential impacts on schedule, budget, and other factors. Approval from project sponsor Manuel Sebastian S. Sanchez is required before implementing any modifications.
5. **Acceptance of Final Project Deliverables** - The project sponsor, Manuel Sebastian S. Sanchez, must approve the final project deliverable and the project scope. Jojo F. Castillo, the project manager, will ensure that all deliverables align with the scope statement and that any changes are promptly communicated to the project sponsor.



Close collaboration between the project manager and sponsor will ensure that all deliverables meet acceptance criteria and receive final approval.

ROLES AND RESPONSIBILITIES

The following roles and responsibilities have been established in regard to managing the scope of the project:

- **Project Manager:**
 - Is responsible for the overall management of the project and its scope.
- **Project Team:**
 - Executes the project, verifying the feasibility of the established scope, and raises concerns that may require scope changes.
- **Key Stakeholders:**
 - Provide input and approve changes.

SCOPE DEFINITION

The scope of this project includes the development of a new platform that will consolidate and simplify the processes involved in project document publishing. This platform should compile all relevant projects and details into easily navigable views. It should also provide tools for tracking progress and automating tedious tasks such as encoding and data collection.

PROJECT SCOPE STATEMENT

This section details the work and deliverables that are and are not included within the scope of the project.

Product Scope Description

The project involves the implementation of a new platform that will consolidate and simplify the processes involved in project document publishing. Each user will have all relevant projects compiled into a single view, and actionable items will be highlighted. The progress of every project will also be tracked and displayed, and once action is taken, the users of the following steps will be notified. Tools will also be provided to aid in the most tedious tasks, such as encoding data into Koha and gathering data.

Product Acceptance Criteria



The project will be considered completed when the following criteria are met:

- All required features have been implemented and tested.
- The system has been successfully deployed and is accessible to APC students and staff.
- The key stakeholders verify that all established requirements have been met.

Project Deliverables

The following deliverables must be completed to deem the project complete:

- The project document publishing system as described by the requirements
- Technical documentation.
- User manuals and documentation.

Project Exclusions

The following are not included within the scope of the project:

- Features not listed within the project scope statement.
- Maintenance beyond the initial deployment after the project is deemed to be completed.

Project Constraints

Listed are the preliminary constraints for the proposed project:

- Available resources to support the development of the project.
- Available time of the developers of the project.

Project Assumptions

Listed are the preliminary assumptions for the proposed project:

- The system will only be accessible by Asia Pacific College (APC) students and staff.
- APC has the necessary resources to support the development, deployment, and maintenance of the system.
- Where possible, the project will be able to take advantage of systems already currently being used by APC (namely Microsoft Entra ID for authentication, Microsoft SharePoint for file handling, and Koha for library publishing).



WORK BREAKDOWN STRUCTURE

The project will be broken down into five phases: initiation, planning, execution, control, closeout. Below are the diagram of the Work Breakdown Structure (WBS) tree view, which serves as an overview, and the WBS dictionary, which provides further details.

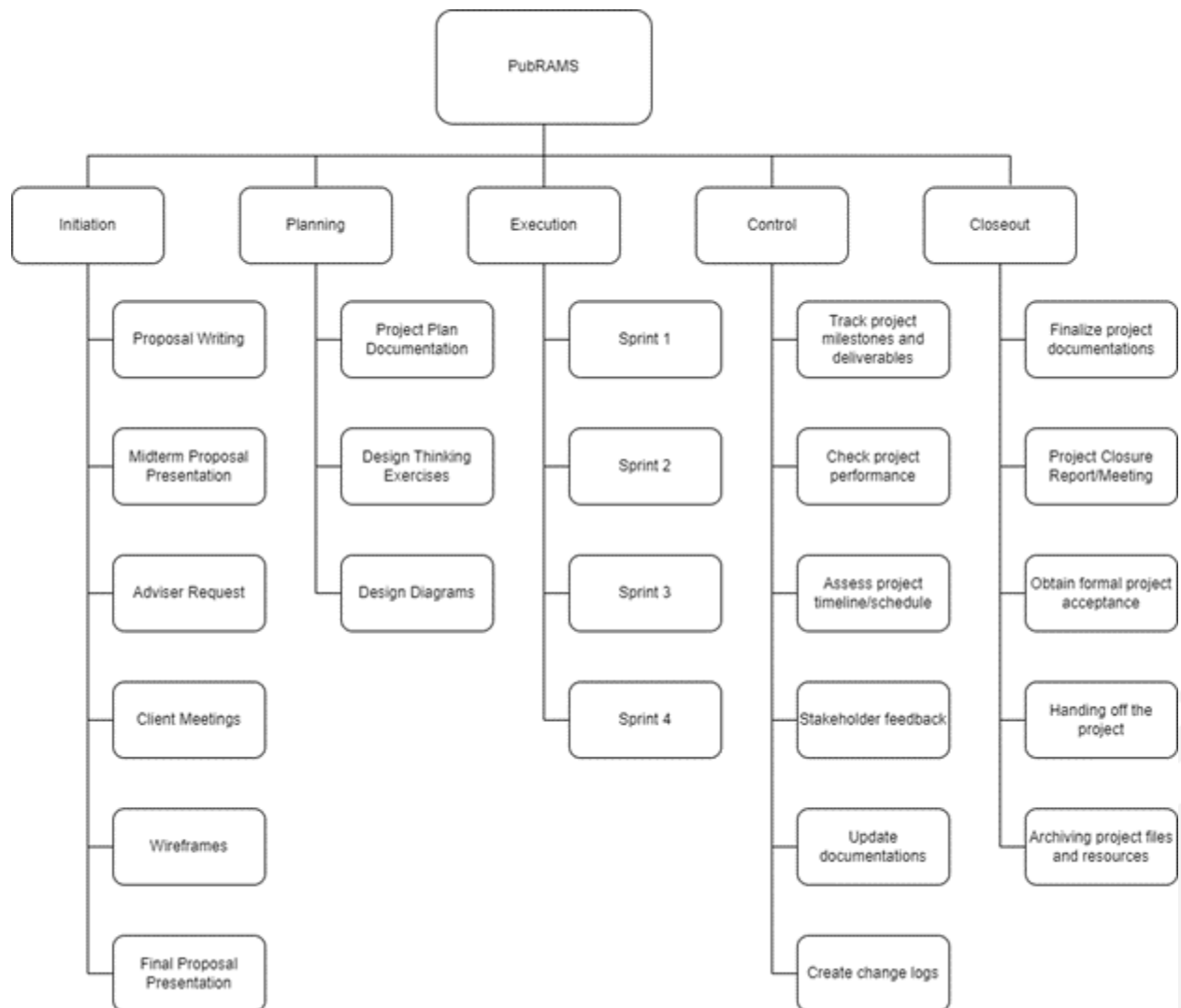


Figure 1.1, Work Breakdown Structure (WBS)



Level	WBS Code	Element Name	Definition
0	0	PubRAMS	All work necessary to complete the new publishing system for Asia Pacific College
1	1	Initiation	All work associated to initiate the project.
2	1.1	Proposal Writing	A proposal was written for this project, with the whole team's contribution.
2	1.2	Midterm Proposal Presentation	The project was presented to a set of panelists/
2	1.3	Adviser Request	An adviser was requested to assist with the proposal, planning, and development of the new project.
2	1.4	Client Meetings	Meetings conducted with the potential clients
3	1.4.1	Meeting with Sir Sean	
3	1.4.2	Meeting with Ms. Rhea (Executive Director)	
3	1.4.3	Meeting with Ms. Wednesday (Program Director)	
2	1.5	Wireframes (Low-fidelity)	Wireframes were created to show the team's vision for the project
2	1.6	Final Proposal Presentation	A complete proposal was presented to a set of panelists for complete approval
1	2	Planning	All process associated with developing the plan for the project
2	2.1	Project Plan Documentation	Consists of all documentations needed for the development and production of this project
3	2.1.1	Business Case	A documented justification for a project, detailing its benefits, costs, risks, and opportunities to inform stakeholders' decision-making.
3	2.1.2	Stakeholder Management Strategy	A plan for identifying, engaging, and communicating with project stakeholders to ensure their needs and expectations are met and to foster their support and involvement.



3	2.1.3	Stakeholder Analysis	The process of identifying and assessing the interests, influence, and impact of individuals or groups involved in or affected by a project to inform effective engagement strategies.
3	2.1.4	Project Charter	A formal document that authorizes a project, outlining its objectives, scope, stakeholders, and roles and responsibilities, and serving as a reference for project planning and execution.
3	2.1.5	Scope Management Plan	A document that outlines how the project scope will be defined, validated, and controlled to ensure all project requirements are met and to manage scope changes effectively.
3	2.1.6	Cost Management Plan	A document that details the procedures and criteria for planning, estimating, budgeting, and controlling project costs to ensure the project is completed within the approved budget.
3	2.1.7	Time Management Plan	A document that outlines the processes and procedures for planning, scheduling, and controlling project timelines to ensure timely completion of project deliverables.
3	2.1.8	Work Breakdown Structure	A hierarchical decomposition of a project into smaller, more manageable components, detailing all the work required to achieve the project objectives.
3	2.1.9	Human Resource Management Plan	A document that outlines how human resources will be acquired, developed, managed, and released throughout the project to ensure the right personnel with the necessary skills are available to achieve project objectives.



3	2.1.10	Change Management Plan	A structured approach that outlines how changes to project scope, schedule, and resources will be identified, assessed, approved, implemented, and monitored to minimize disruptions and ensure project success.
3	2.1.11	Communication Management Plan	A document that outlines how project information will be distributed, stored, retrieved, and managed among stakeholders to ensure timely and appropriate communication throughout the project lifecycle.
3	2.1.12	Quality Management Plan	A comprehensive document detailing the processes, standards, and methodologies that will be used to ensure that project deliverables meet the specified quality requirements and satisfy stakeholder expectations.
3	2.1.13	Risk Management Plan	Outlines how risks will be identified, assessed, managed, and monitored throughout a project.
3	2.1.14	Procurement Management Plan	Outlines how procurement processes will be managed throughout a project
3	2.1.15	Implementation/Transition Plan	Outlines the steps and activities necessary to successfully implement a new system, process, or change within an organization.
2	2.2	Design Thinking Exercises	All work involved in the design thinking phase of the project
3	2.2.1	Empathy Map	A tool used to understand and empathize with users or stakeholders by visualizing their thoughts, feelings, actions, and motivations.
3	2.2.2	As-Is Scenario Map	Illustrates how things currently work, including activities, interactions, and dependencies between different components or entities.



3	2.2.3	Needs Statement	Articulates the problem or opportunity that a project aims to address. It defines the gap between the current state and the desired future state, outlining the essential requirements and objectives necessary to meet the stakeholders' needs.
3	2.2.4	User Stories	Brief, simple descriptions of a feature or functionality from the perspective of the end-user or customer.
2	2.3	Design Diagrams	All diagrams created for the development of the project.
3	2.3.1	Use Case Diagram	Illustrates the interactions between users (actors) and the system, outlining the various use cases (functionalities) the system provides and how actors engage with these use cases.
3	2.3.2	Context Diagram	Provides a high-level view of a system, illustrating its boundaries, external entities that interact with it, and the major data flows between the system and these entities.
3	2.3.3	Data Flow Diagram	Illustrates the flow of data within a system, showing how data is processed, stored, and communicated between different processes and data stores.
3	2.3.4	Entity-Relationship Diagram	Illustrates the data structure of a system, showing entities, their attributes, and the relationships between them.
3	2.3.5	Activity Diagram	Illustrates the workflow of activities and actions in a system, showing the sequence of steps and the flow of control from one activity to the next
3	2.3.6	Sequence Diagram	Illustrates the interactions between objects in a specific sequence, highlighting the order of messages exchanged to achieve a particular functionality in a system.



3	2.3.7	State Diagram	Illustrates the states and transitions of an object or system, detailing how it responds to events and changes from one state to another over time.
3	2.3.8	Deployment Diagram	Illustrates the physical arrangement of hardware and software in a system, showing how software components are distributed across various nodes and how they communicate with each other.
1	3	Execution	Work involved to execute the project.
2	3.1	Sprint 1	All work done in Sprint 1
3	3.1.1	MS Entra ID Login	Integration: MS Entra ID in the project's login system
3	3.1.2	Assigning user roles	Feature: Admin assigning roles for new users
3	3.1.3	Submit project	Feature: Students can add their projects for submission
3	3.1.4	Status check	Feature: Users can see who in the process of submission has the project
4	3.1.4.1	Student to instructor	Feature: Submission from student to instructor
4	3.1.4.2	Instructor to XD	Feature: Passing documents from instructor to XD
2	3.2	Sprint 2	All work done in Sprint 2
3	3.2.1	Manage groups	Feature: Managing PBL groups by the PBL instructors
4	3.2.1.1	Create groups	Feature: Create a group for a specific project
4	3.2.1.2	Edit groups	Feature: Edit the created group
5	3.2.1.2.1	Add member	Feature: Add a member from the group
5	3.2.1.2.2	Remove member	Feature: Remove a member from the group
5	3.2.1.2.3	Change leader	Feature: Change the leader of the group
4	3.2.1.3	Delete groups	Feature: Delete groups that are created by mistake
3	3.2.2	Status check	Feature: Users can see who in the process of submission has the project
4	3.2.2.1	XD to EC Head	Feature: Passing documents from XD to EC Head



4	3.2.2.2	EC Head to Proofreader	Feature: Passing documents from EC Head to Proofreader
3	3.2.3	EC Head assign paper to proofreader	Feature: EC Head can assign paper to a specific proofreader for distribution of load
2	3.3	Sprint 3	All work done in Sprint 3.
3	3.3.1	Status check	Feature: Users can see who in the process of submission has the project
4	3.3.1.1	Proofreader to student	Feature: Proofreader returns the document to the student
4	3.3.1.2	Student to instructor	Feature: Student submits the proofread document to the instructor for checking
4	3.3.1.3	Instructor to librarian	Feature: Instructor sends the documents along with the complete project details to the librarian for cataloging and archiving
3	3.3.2	File uploading and management	Feature: File management within the system
3	3.3.3	Koha setup	Feature: Setting up a dummy Koha system
2	3.4	Sprint 4	All work done in Sprint 4
3	3.4.1	Download reports	Feature: Download reports on all submitted projects in the system
3	3.4.2	Upload bibliography to Koha	Feature: Ability to upload the bibliography to the dummy Koha system
3	3.4.3	Host in Microsoft Azure	Host the web app in Microsoft Azure
1	4	Control	All the work involved in the control process of the project.
2	4.1	Track project milestones and deliverables	See if all project deliverables made were on track with the expected deliverables
2	4.2	Check project performance	Assess the project's performance
2	4.3	Assess project timeline/schedule	Track if project deliverables were made within the project timeline/schedule
2	4.4	Stakeholder feedback	Gather feedback from the stakeholder
2	4.5	Update documentations	Update the documentations according to changes made during the development
2	4.6	Create change logs	Record all major changes of the project
1	5	Closeout	Work associated with closing the project.
2	5.1	Finalize project documentations	Finalize all changes in the project documentations



2	5.2	Project Closure Report/Meeting	Conduct a meeting for the retrospective, report, and evaluation of the project
2	5.3	Obtain formal project acceptance	Obtain formal project acceptance from all principals involved
2	5.4	Handing off the project	Hand off the project to a different team who will maintain the system
2	5.5	Archiving project files and resources	Archive important project files and resources for future reference

SCOPE VERIFICATION

To verify that the scope of the project is maintained and adhered to, the team will be taking advantage of the following methods:

- **Quality Checklists:** The requirements of the system and expectations of the stakeholders will be compiled and maintained. These criteria will be used as a reference to ensure that the scope is adhered to.
- **Work Performance Measurements:** Various measurements and metrics will be used to monitor the progress of the deliverables and ensure that the project is adhering to the scope.
- **Scope Baseline:** The original scope of the project will be kept as a reference of the deviations and evolution of the scope throughout the development of the project.
- **Formal Acceptance:** Finally, to ensure that the project and its deliverables serve the needs and meet the expectations of the stakeholders, feedback and formal acceptance of the stakeholders will be sought.

SCOPE CONTROL

Scope control will be included in the regular monitoring processes during the development of the project. Regular periodic reviews will be conducted throughout the project to assess many different aspects. Among these are the progress of the deliverables and any deviations observed. This will be conducted by the project manager. Should any modification to the project scope seem necessary, it must first be approved by the various roles involved in managing the scope:

1. Any member or stakeholder may make a request to change the scope.



2. The project manager and project sponsor will assess whether the change is necessary. The project sponsor takes precedence over the project manager.
3. Should it be rejected, the current scope will be maintained.
4. Should it be approved, the scope and documentation will be updated, and all involved will be notified.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Manuel Sebastian Sanchez
Project-Based Learning Coordinator

Date: _____

