



SCOPE MANAGEMENT PLAN

**RAMKOLEK: DOCUMENT MANAGEMENT SYSTEM FOR PROJECT DOCUMENTATION PAPERS
SUBMISSION**

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INTRODUCTION

The Scope Management Plan details how the project scope will be defined, developed, and verified. It clearly defines who is responsible for managing the projects' scope and acts as a guide for managing and controlling the scope.

Project Scope Management follows a five-step process; Collect Requirements, Define Scope, Create WBS, Verify Scope, and Control Scope.

- 1) Collect Requirements – This step involves gathering information from all the stakeholders involved in Ramkolek: Document Management System for Project Documentation Papers Submission.
- 2) Define Scope – Once the requirements are collected, the second step is to analyze and to use the requirement to define the scope.
- 3) Create WBS – This process breaks project deliverables down into progressively smaller and more manageable components which, at the lowest level, are called work packages.
- 4) Verify Scope – this step involves formal approval on the defined scope. This is to ensure that all stakeholders approve Ramkolek: Document Management System for Project Documentation Papers Submission of its goals and deliverables.
- 5) Control Scope – this is the process of monitoring/controlling the project/product scope as well as managing any changes in the scope baseline.

SCOPE MANAGEMENT APPROACH

Leila Arcega handles and manages the scope management. The scope management involves defining, identifying, and controlling the scope, creating the work breakdown structure (WBS). The web application's scope statement is defined by aiming to streamline project document submission and improving overall efficiency in the PBL process. The scope used was defined using Work Breakdown Structure (WBS). The scope was measured and verified also with Scope Baseline. The scope changes its process with the authorization, and the approval from the project sponsor. The project sponsor will also be accepting the final project deliverable and approves acceptance of project scope.



ROLES AND RESPONSIBILITIES

This section provides information on the Roles and Responsibilities for the Scope Management Document. Product Owner, Scrum Master, Team Members, Stakeholders and other key persons who are involved in managing the scope of the project.

Project Adviser - They offer strategic guidance with their deep understanding of similar projects that they have encountered. They also provide project insights that better define the project.

Team Members:

Product Owner - The responsibility of a Product Owner is to collaborate with the stakeholders. They are also in charge of a strategic plan that outlines how the project will evolve.

Scrum Master – Scrum Masters lead and facilitate meetings such as product backlog refinement, sprint planning, retrospectives that point out areas to improve and to promote effective collaboration within the team.

Developer – The responsibility of a developer is creating deliverables. This involves documentation and submitting project increments from the sprint planning meeting.





Stakeholders:

Name	Department / Company	Position	Advisers	Objectives, Requirements, Interests	Influence	Project Contribution	Resistance
Sir Manuel Sebastian Sanchez	SOCIT	PBL Coordinator		Interested in tracking the performance and progress of pbl students and their projects	High	Provides information, approves deliverables	Concerned about communication and submission process
Sir Leonardino Lapira	English Cluster	English Cluster Head	Proofreaders	Interested in including the proofreading requesting process	Medium	Provides information	Concerned about proofreading process
Sir Jojo Castillo	ITRO	Executive Director	ITRO Staff	Requires permission to use the school's database for the website's access.	Medium	Provides information, supports development, and has a high influence on ITRO department	Concerned about the system's compatibility in data
John Angelo		Student		To make the Ramkolek have a better communication and submission process	Medium	Provides information on documentation submission	Concerned about the process of submission
Ms. Maylene Mallari	Library	Head Librarian	Librarians	To get PBL files and related information for the library	High	Provides information about the archival process for documents	Concerned about the availability and accessibility of projects for library access
Ms. Rhea-Luz Valbuena	SOCIT	Executive Director		Interested in reports and approve proofreading requests	High	Provides information	Concerned about the faculty role heirarchy in the system
Adrian Thomas Badong		Student		To have the Ramkolek have a better communication process	Medium	Provides information on documentation submission	Concerned about getting feedback about their projects

Figure 1 Stakeholder Roles and Responsibilities

SCOPE DEFINITION

Ramkolek aims to provide a system that will serve as a platform that will assist users in managing PBL and proofreading documents in a more organized manner, enhancing their experience of handling PBL projects. This scope of Ramkolek will be serving as a portal for students to submit their project documentations by establishing a centralized and organized environment for uploading the papers and managing the project documents during the submission process.



PROJECT SCOPE STATEMENT

The project aims in streamlining project document submission and improving overall efficiency in the PBL process.

The following are list of requirements to achieve success:

- Ramkolek should feature paper submission and proofreading request processes.
- The system must have summary dashboards and be able to generate reports.
- It should include a team module for professors to create groups for students.
- An option to archive submissions, proofreading requests, and teams must be available in the system.

Additional requirements may be added as necessary, with project sponsor approval, as the project moves forward.

The following are deliverables that Ramkolek will provide:

- Centralized platform for project documentation submission
- Proofreading requesting process module
- Summary dashboard and reports generation
- Team creation and management module

Project Deliverables

The following are **project exclusions** from the project deliverable:

- The project excludes other departments, except for only the school of computing and IT, which is why only the PBL subjects: NTSDEV, SYADD, and CSPROJ will be used.
- The system will not be available to non-APC individuals without APC accounts.
- Files cannot be edited within the system. And because of that the file needs to be downloaded from the system to make changes within the document.
- The system can't change the account's password, that needs to be done with the ITRO because those are Microsoft accounts that the system doesn't have access to.



The following **constraints** pertain to the Ramkolek project:

- Data gathering, system design, and development of the system is limited to only 9 months, which may not be enough time to adjust and implement additional features and changes.

The following are the **project assumptions** from working under to complete the project:

- The users of the system are familiar with basic computer operations and can navigate the web application with minimal guidance.
- Users have access to stable internet connections for seamless use of the web application.
- The APC information system can provide necessary user data for account management and authentication.
- Users adhere to the file format requirements for project documentation submission (Word and PDF).
- Ramkolek will be hosted using APC's AWS subscription.
- APC's Information Technology Resource Office will assist the development group in the deployment of Ramkolek.
- The ITRO (information technology resources office) will also handle the system's maintenance after deployment.

WORK BREAKDOWN STRUCTURE

This WBS follows the Project Management Body of Knowledge (PMBOK) project life cycle. The Ramkolek project's components are divided into the five PMBOK life cycle phases: initiation, planning, execution, control, and closing. Each of these phases is further broken down into smaller components in the form of tasks and work packages. In addition to the PMBOK life cycle, the execution phase incorporates Agile methodology, using sprints to align with scrum practices for the system's development.



Level	WBS Code	Element Name
1	1	Ramkolek
2	1.1	Initiation
3	1.1.1	Requirements Gathering
4	1.1.1.1	Research Current Project Paper Submission Process
5	1.1.1.1.1	Interview PBL Coordinator
5	1.1.1.1.2	Interview Head Librarian
5	1.1.1.1.3	Interview Executive Director
5	1.1.1.1.4	Interview Students who have undergone PBL
4	1.1.1.2	Research Proofreading Request Process
5	1.1.1.2.1	Interview English Cluster Head
3	1.1.2	Develop Project Charter
3	1.1.3	Develop Business Case
3	1.1.4	Develop Stakeholder Analysis
3	1.1.5	Develop Stakeholder Management Strategy
3	1.1.6	Submit and Present the Initiation Documents
2	1.2	Planning
3	1.2.1	Develop Work Breakdown Structure
3	1.2.2	Develop Work Packages
3	1.2.3	Develop Scope Management Plan
3	1.2.4	Develop Schedule Management Plan
3	1.2.5	Develop Cost Management Plan
3	1.2.6	Design System
4	1.2.6.1	Create Event Table
4	1.2.6.2	Create Use Case Diagram
4	1.2.6.3	Create Use Case Full Description
4	1.2.6.4	Create Entity Relationship Diagram
4	1.2.6.5	Create Data Dictionary
4	1.2.6.6	Create Context Diagram
4	1.2.6.7	Create Data Flow Diagram
4	1.2.6.8	Create State Machine Diagram
4	1.2.6.9	Create Activity Diagram
4	1.2.6.10	Create System Sequence Diagram
4	1.2.6.11	Create Package Diagram
4	1.2.6.12	Create Component Diagram
4	1.2.6.13	Create Deployment Diagram
2	1.3	Execution



3	1.3.1	Setup Development Environment
3	1.3.2	Develop System
4	1.3.2.1	Sprint 01
4	1.3.2.1.1	User Authentication
4	1.3.2.1.2	Project Submission Form
4	1.3.2.1.3	Proofreading Request Form
3	1.3.2.2	Sprint 02
4	1.3.2.2.1	Roles and Permissions
4	1.3.2.2.2	System Notifications
4	1.3.2.2.3	Submission and Request Form Approval
3	1.3.2.3	Sprint 03
4	1.3.2.3.1	User Dashboard
4	1.3.2.3.2	Report Generation
3	1.3.3	Perform Unit Testing
3	1.3.4	Deploy System
2	1.4	Control
2	1.5	Closeout
3	1.5.1	Update Files/Records
3	1.5.2	Gain Formal Acceptance
3	1.5.3	Archive Files/Documents

Figure 2 Work Breakdown Structure Table (WBS)



SCOPE VERIFICATION

The project team will use various techniques for scope verification to guarantee that Ramkolek: Document Management System for Project Documentation deliverables satisfy the original scope. These methods include:

1. **Documentation** — It helps ensure that Ramkolek: Document Management System for Project Documentation is delivered on time and within budget. This ensures features align with what was originally planned.
2. **System Demonstration** – Showcasing the functionalities of Ramkolek: Document Management System for Project Documentation Papers Submission allows the stakeholders to see the system in action and verify that it meets their expectations according to the scope.
3. **Sign-off Criteria** - This provides a formal record of stakeholder approval, ensuring they are satisfied with what was delivered within the agreed scope.
4. **Stakeholder Meeting and documentation** – The formal meetings with the stakeholder ensure that the project meets the established scope requirement. Documentations of the meeting such as minutes of the meeting records the formal acceptance of deliverables.

SCOPE CONTROL

Scope control is the process of monitoring the status of the scope of Ramkolek: Document Management System for Project Documentation. This section also details the change process for making changes to the scope baseline.

1. **Identifying the Change.** Any stakeholder or team member can identify a need for a change request. This provides the proposed change, and its impact on Ramkolek: Document Management System for Project Documentation.
2. **Review and Evaluation.** The evaluation of the change request will review its impact on the project scope, deliverables, and goals.
3. **Change Request Documentation.** This documents the change request. The document includes details about the change request, and its effect upon implementation.
4. **Change Process Approval.** This step involves the project manager whether to approve the change request.
5. **Implementing Approved Changes.** This step involves the changes Ramkolek: Document Management System for Project Documentation and its documentation to be updated.
6. **Communication about the update.** It is important that all team members and stakeholders communicate on the update on the system and the document. This will clear confusion about the project.
7. The rejected change request will keep the original goals and objectives of the project.



Sponsor Acceptance

Approved by the Project Sponsor:

Manuel Sebastian Sanchez
Asia Pacific College – PBL Coordinator

Date:

