

Scope Management Plan: Bazaar App

Project Overview

The Bazaar App is a university project to develop a functional prototype of a mobile-first web application. The app combines a privacy-focused chat service with a hyper-local marketplace designed for small, informal businesses in Karachi. The project's goal is to create a Minimum Viable Product (MVP) that demonstrates the core features and validates the concept.

Scope Management Approach

This plan outlines the strategy for defining, managing, and controlling the project's scope to ensure the team delivers the required features on time.

- **How scope will be defined:** The scope will be defined in the **Project Plan and Project Charter** documents during the initial phase. This will be based on the features outlined in the Business Case and will be broken down into detailed requirements and user stories.
- **How scope will be verified:** The scope will be verified at the end of each major phase. Deliverables, such as the database schemna, UI/UX design, and the functional prototype, will be formally reviewed against the initial requirements document by the project team and the course instructor.
- **How scope will be controlled:** A simple change control process will be used. Any proposed changes to the scope must be submitted via a Change Request Form. The project team will review the request to assess its impact on the project timeline and resources before it is approved or rejected by the course instructor.

Roles and Responsibilities

Role	Responsibilities
Project Manager / Team Lead	Responsible for defining the initial scope, documenting it, and presenting any change requests to the Change Control Board.
Development / Design Team	Responsible for designing and developing the features as defined in the scope and providing input on the technical feasibility of change requests.
Course Instructor (Change Control Board)	Acts as the project sponsor. Responsible for reviewing and providing final approval or rejection for all scope change requests.

Scope Definition Process

The project scope will be defined through a structured process:

1. **Review Business Case:** The team will start by thoroughly reviewing the approved Business Case to understand the high-level goals and features.
2. **Brainstorming Sessions:** The team will hold brainstorming sessions to break down high-level features into smaller, manageable user stories.
3. **Documentation:** All features will be documented in the **Software Requirement Specification**.
4. **Final Approval:** The final Requirements Specification Document will be reviewed and approved by the entire team and the course instructor.

Work Breakdown Structure (WBS) Development

A **top-down approach** will be used to create the Work Breakdown Structure (WBS). The project will be broken down into the major phases outlined in the Implementation Plan (Planning, Design, Development, Testing). Each phase will then be further broken down into key deliverables and finally into individual tasks and work packages.

Scope Verification Process

Scope verification ensures that the completed deliverables meet the project requirements.

- **Peer Reviews:** Deliverables like the database schema, UI/UX Design, and prototype will be reviewed by the project manager and team lead.
- **Instructor Walkthroughs:** At the end of each major phase, the team will present the completed deliverable to the course instructor for feedback and formal acceptance.
- **User Acceptance Testing (UAT):** The final functional prototype will be tested by a small group of target users (e.g., local business owners) against a predefined set of test cases to confirm it meets their needs.

Scope Change Control Process

To prevent scope creep, any change must follow this process:

1. **Submission:** A team member proposes a change by filling out a simple **Change Request Form**, detailing the change and its justification.
2. **Team Review:** The Project Manager and development team review the request to assess its impact on the project schedule, workload, and other tasks.
3. **Communication:** The Course Instructor's decision on the change request (approved or

rejected) is documented and communicated to the entire team. If approved, the project plan and requirements documents are updated accordingly.

Tools and Techniques

- **Documentation:** Google Docs for creating project documents
- **Project Management:** Notion for tracking tasks and managing the project backlog.
- **Prototyping:** Figma for creating wireframes and clickable prototypes.
- **Communication:** WhatsApp group for team communication.
- **Git Hub:** For version tracking of project and documents

Scope Management Metrics

- **Number of Change Requests:** Tracking the number of approved vs. rejected change requests to monitor scope stability.
- **Deliverable Completion Rate:** Measuring the percentage of planned deliverables completed on time per phase.