# THE STATE UNIVERSITY OF ZANZIBAR

## DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

CS 3102 – IT PROJECT MANAGEMENT

# PROJECT SCOPE STATEMENT

## BIRTH CERTIFICATE VERIFICATION

### TEAM MEMBERS

1. NAME – REG NO  
2. NAME – REG NO

DATE

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## INTRODUCTION

The purpose of the Project Scope Statement is to provide a baseline understanding of the scope of a project to include the project’s scope and deliverables, the work required to complete the deliverables, and ensure a common understanding of the project’s scope among all stakeholders.  
   
 This Project Scope Statement serves as a baseline document for defining the scope of the Birth Certificate Verification (BCV) project, its deliverables, and the work required to accomplish them. All project work should occur within the framework of the project scope statement and directly support the project deliverables. Any changes to the scope statement must be vetted through the approved Project Change Management Process prior to implementation.

## PROJECT PURPOSE AND JUSTIFICATION

The BCV Project is designed to improve the verification process for birth certificates by creating an efficient and secure online platform. This project addresses challenges such as delays, manual errors, and crowded physical offices by introducing a streamlined, accessible system for citizens and authorities.  
   
 The purpose of this project is to:  
 1. Provide a secure platform for uploading and verifying birth certificates.  
 2. Automate the verification process to reduce errors and improve turnaround time.  
 3. Enhance accessibility for users by enabling remote submissions and notifications.  
 4. Integrate payment features for verification services to ensure smooth transactions.

## SCOPE DESCRIPTION

The scope of the BCV Project includes:  
 - Development of an online portal for birth certificate submission and verification.  
 - Implementation of secure file upload functionality for citizens.  
 - Integration with government databases for authenticity checks.  
 - Notification system for status updates and verification results.  
 - Payment gateway integration for service fees.  
 - Administrative dashboard for monitoring and managing submissions.  
   
 Excluded from the project scope:  
 - Ongoing system maintenance and support post-deployment.  
 - Integration with non-governmental databases.  
 - Hardware procurement for end-users.

## HIGH LEVEL REQUIREMENTS

The following high-level requirements are identified for the BCV Project:  
 1. Secure user authentication system for citizens and administrators.  
 2. Responsive design accessible on multiple devices.  
 3. Automated validation against the government’s central registry.  
 4. Real-time notifications (SMS/Email) for verification status updates.  
 5. Payment processing for verification services.

## BOUNDARIES

The BCV Project includes the following boundaries:  
 - \*\*Inclusions:\*\*  
 - Development of the online platform, including user and admin modules.  
 - Integration with the National ID and Birth Certificate Registry.  
 - Basic training and documentation for administrative staff.  
   
 - \*\*Exclusions:\*\*  
 - Ongoing help desk support.  
 - Enhancements beyond the defined requirements during initial deployment.

## STRATEGY

The strategy for the BCV Project includes:  
 - Using agile methodology for iterative development and testing.  
 - Engaging key stakeholders from the Department of Civil Registration.  
 - Leveraging cloud-based solutions for scalability and security.  
 - Conducting phased rollouts to ensure smooth adoption and feedback collection.

## DELIVERABLES

The deliverables for the BCV Project include:  
 1. An operational online platform for birth certificate verification.  
 2. A secure database integration for authenticity checks.  
 3. User and administrator manuals.  
 4. Comprehensive test reports demonstrating system reliability.  
 5. Training materials for system administrators.

## ACCEPTANCE CRITERIA

The BCV Project will be considered successful if it meets the following criteria:  
 1. The platform is operational and accessible 24/7.  
 2. Verification process is reduced from weeks to less than 48 hours.  
 3. Payment system functions seamlessly for all users.  
 4. Positive feedback is received from initial pilot users.  
 5. All identified requirements are fulfilled and verified.

## CONSTRAINTS

Key constraints for the BCV Project include:  
 1. Limited budget allocation for development and testing.  
 2. Availability of IT staff for integration with government databases.  
 3. Project timeline restricted to 6 months.  
 4. Security compliance with national data protection regulations.

## COST ESTIMATE

\*\*Expense Breakdown\*\*  
 | Expense | Estimated Budget |  
 |-----------------|------------------|  
 | Development | $50,000 |  
 | Database Integration | $15,000 |  
 | Hosting | $5,000 |  
 | Training | $10,000 |  
 | Miscellaneous | $5,000 |  
 | \*\*Total\*\* | \*\*$85,000\*\* |

## COST BENEFIT ANALYSIS

| With BCV Project | Without BCV Project |  
 |------------------------|---------------------------|  
 | Reduced verification time | $50,000 savings |  
 | Reduced operational costs | $30,000 savings |  
 | Improved accessibility | Intangible user satisfaction |  
 | \*\*Net Benefit\*\* | \*\*$80,000 annually\*\* |

## SPONSOR ACCEPTANCE

Approved by the Project Sponsor:  
   
 \*\*<Project Sponsor>\*\*  
 \*\*<Project Sponsor Title>\*\*  
   
 \*\*Date:\*\*