

Document 4: Scope Statement

Project Objective: Present Project Plan to the panel members to seek approval from them and get the desired funds to implement the project and put it out into execution stage.

Budget : \$5596

Justification: This step involves determining the scope of the work that will be involved in order to deliver the project. It is an outline of the steps that we will take in order to meet the project's goals and objectives. In this phase we will also establish the parameters of the project. In other words, we have exactly written what is included in the project and what is not. This ensures that the client, stakeholders, senior management, project manager, and team members are all aware of what is expected.

Timeframe : 19th January 2022 - 27th April 2022

Scope of the product:

For professor:

A1: Form a team to develop a project for non-profit organization by 19th January. On the first day of our class, we are required to form a team of 6/7 in order to implement a final group presentation.

A2: Elect a project manager by 26th January 2022. After formation of the project team, all team members are required to elect a project manager unanimously amongst the team by 26th January 2022.

A3: Select one NPO group from the 9 groups mentioned. From the document of group assignment, we are supposed to select one NPO group out mentioned in order to meet project requirements.

A4: Select a topic with respect to the NPO selected

After finalizing one NPO group, we researched and brainstormed on few topics and selected “Food Bank” as our topic

A5: Inform the project documentation timeline on 23rd February 2022. On 23rd February we are supposed to inform the professor about the project documentation timeline of required 12 documents.

A6: Create Project Charter: Adhering to the template shared by professor create a project charter which addresses Project Manager’s Responsibilities and Authorities, Success criteria etc

A7:Identify and list the project stakeholders.

We identify the people who are directly or indirectly affected by our project. These stakeholders have negative/positive impact on the project.

A8:Develop a comprehensive list of requirements and map them according to “Difficulty x Importance”

To identify requirements of individual stakeholders and create a requirement list document and map the same into requirement list matrix according to “Difficulty x Importance”

A9:Develop a scope statement

Identify Project Objective, Scope of Project and Product, Project Assumptions and Constraints and also what is out of scope

A10: Develop a Work Breakdown Structure

Analyze individual work packages and create graphical representation of the same based on the hierarchy

A11: Create a schedule based on WBS

Create a gantt chart based on the WBS. Identify all activities for each work package and identify critical path

A12: Develop a cost estimate

Based on each individual WBS package identify assigned people and denoted hours. Estimate project expenses as per the schedule and also forecast budget

A13: Develop a communication plan

Outline a project communication plan to meet the project deliverables which states how, when, what and where the project team is going to communicate. It will give important, ongoing project information to key stakeholders

A14: Create a risk probability/impact matrix and list of prioritized risks for the project

Identification of risks and documenting their characteristics. Creating and gauging the impact of potential project risks on the project deliverables

A15: Create and update an issue log

Mentioning the respective issues which were encountered during course of the project and documenting it as an issue log

A16: Describe any change requests by any stakeholder

Maintaining a change request tracker which tracks the status and details about the several changes suggested by the stakeholders.

A17: Describe the lessons learned

Describe the key pointers and lessons which were learned during the project management lifecycle

A18: Create a presentation based on above 12 documents

Designing a presentation deck covering all 12 Project management documents to be presented in front of stakeholders to get fund approvals on 27th April

For Project Manager:

B1: Implement weekly status calls with responsible stakeholders to track and update project progress. Implementation of weekly status calls with all relevant stakeholders to discuss, strategize and track the current status of project tasks. Also, to maintain the project progress report defined as per the stakeholder expectations

B2: Team members to work in a timely and efficient manner in adherence to the project timeline

All team members to work efficiently as per the designated project timelines to meet the short term goals towards the completion of the project

B3: Resource utilization tracking

Resource utilization tracker which signifies the number of hours worked on assigned tasks by each individual team member. This information would be helpful to sketch down the cost estimation for the project in scope

B4 : Sign Off from Professor before final presentation on 20th April 2022

To receive Final Project Sign Off for all Project documents and final presentation deck from Professor on 20 th April.

For Panel members:

C1: Handover printouts of 12 project documents on 27th April 2022

Submitting the 12 Project documents as hardcopies to the panel members before the final project presentation.

C2: Present a pitch for fund approval to implement the project on 27th April 2022

Present a pitch to get the fund approval from panel in order to implement the project

D :Team Members

D1: Conduct weekly status calls with responsible stakeholders to track and update project progress. Here the progress of the project is very important to communicate to the Project manager which will ultimately result in updating the professor on a weekly/biweekly manner.

D2: Delegation of work and project timelines information : Here the work is assigned by the project manager to the team members according to the expertise of each team members. Here the team members are directly answerable to the project manager.

D3: Access to all required resources: Here the team will require all the required and necessary resources for their project to happen such as availability of space(classroom/house) so that team can meet and conduct their business.

D4: Availability of project Manager and Professor throughout project life cycle.Here professor and project manager should be available at a certain time so as to clear the doubts of all the team members in their progress. If any of the team members is stuck then professor and project manager should be available at that time so as to avoid the roadblock in order to go ahead with their part.

E - RBS admin team

Duly filled reservation template with date and time.

Scope of the Project

1.1: Here the team was formed. The professor formed the project team of 7 students and the name of our project team was Team Kaizen.

1.2 : Here the project team formed will elect a project manager. He is elected after having a poll from all the team members. For our group, everyone made a unanimous decision of selecting Mr. Anshul Jaiswal as the Project Manager for our team Kaizen.

2.1 : Here the main goal is to research on various NGO's which are currently working and their operations so as to fill all the requirements of our project. After researching for around a week we finalized our NGO foundation of Foodbank.

2.2: Current scenario of the foodbank was one of the main concerns as all things already exist and new addition is very important. Current conditions on foodbanks running across the country and their operations is very important for our team to know what requirements are there in our NGO formation.

2.3 Consulting professor: Here the activity of consulting professor is of utmost importance as review of the professor will be extremely accountable. And his approval will help us in finalizing our NGO concept and put the project progress in timely fashion.

2.4 : Finalizing the NGO concept and getting approval from the professor. Conclude the topic selection by organizing a team meeting. Finalize topic as per NGO and professors suggestions.

3.1.1 : Understand the depth of the project after consulting the professor. Create a general scope of the project and define what is out of scope. Understanding the scope of the project is important as that is the laying foundation of the project. Scope should not be confused and be as clear as possible.

3.1.2 : First the goal is to understand all the requirements laid by the Professor. Study professor's requirement in order to understand the need of the project. Gather requirements to schedule projects.

3.2 : Creating a project timeline is of utmost importance for a project. Created a project schedule based on the requirements. Generate a timeline with the guidance of the project manager. Everything planned perfectly so as to meet the deadline.

3.3 : Project Manager shall assign roles to each team member along with tasks and efforts required. Project Manager will assign tasks by understanding the ability of each and every team member. Every team member then starts working on their individual part eventually. Every member then reports their individual progress to the Project Manager.

4.1 : With respect to the template provided by the professor, create a project charter which specifies Project details such as Name, Date, Sponsor, Project Manager's Responsibilities and

Authorities, Success criteria etc. Project charter is the opening document which states all the important details and conveys the project instructions to the concerned authority.

Create Stakeholder Matrix: Identify stakeholders based on project charter. These stakeholders have negative/positive impact on the project.

4.2 : Once, the requirement list is created, we should now place these requirements into a matrix combining and balancing Difficulty x Importance. Certain stakeholders like the Professor have requirements of utmost importance so that should be placed accordingly. We have a total of 18 requirements from Professor, 4 requirements from Project Manager, 2 from Panel Members, 4 of us team members, and 1 from RBS admin team.

4.3 : Each stakeholder has its own set of requirements from the project. We should note down each of them and understand its necessity. Some stakeholders like Competitors have no such direct requirement from the project

4.4 : Scope statement is a document reading which, one can understand everything that occurred during the project lifecycle. It starts with defining project objective, assumptions and constraints made during the project. Later we define the scope for project and product. These scope statements explain in detail what and how a requirement was met. Lastly, we should define what is not in scope of the project to understand the limits of the project.

4.5 : WBS is a structural document which explains every task that will occur during the project lifecycle. If something is missing from WBS, it simply means that it is out of scope and shall not be performed. We created WBs by first breaking project into 6 main categories:

1. Team Formation
2. Select Topic
3. Project Planning
4. Documentation
5. Presentation
6. Project Management

Later, each category was further divided as needed into individual work packages. This took us the most time to create WBS as it was a document on which other documents were dependent

to function.

4.6 : After creation of WBS, we should now have all the tasks that need to be performed in order to fulfill the requirement for each stakeholder. After this, we should create a schedule to understand how and when these tasks shall be happening. Each task will have its respective activities to be performed. We should mention that and also duration taken to perform these tasks. Predecessors shall also be noted to understand critical paths.

4.7 : Based on each individual WBS package identify assigned people and denoted hours. Estimate project expenses as per the schedule and also forecast budget.

4.8 : While working on this project, we have communicated with several stakeholders. This should be documented in order to understand the flow of the project. We shall Create a project communication plan to understand the flow of communication amongst the stakeholders. This shall be inclusive of how , what, when and where the communication took place. Sometimes, we do not communicate to a few stakeholders. However, that shall also be mentioned in the document to present its existence as a stakeholder.

4.9 : We should identify risks that may occur during project lifecycle. Knowing these risks and how to prevent, mitigate or accept these risks will give a concrete structure to understand project risk. We should know the impact each risk if occurred shall have on our project. Risks that we identified are:

1. Lack of team coordination or conflict
2. Professor Rejecting Topic
3. Professor Rejecting Documents
4. Technical Glitch
5. Panel Rejecting Idea
6. Infrastructure Problems
7. Member Unavailability
8. Missing deadlines
9. Scope creep
10. Cost Overrun

4.10 : Mention each issue encountered during the project lifecycle to understand the resolution required for each issue. During the course of the project, issues do occur. These issues need to be addressed and documented in order to understand what steps have been taken to prevent and address these issues. We encountered 4 issues and they are:

1. Incorrect WBS
2. Unable to identify stakeholders
3. Technical Glitch
4. Health issues

4.11 : During the project duration, there may have occurred requests to change certain requirements by stakeholders. These changes need to be documented to understand how it affected the project. Change leads to deviation in feasibility so we should account for change duration as well.

4.12 : Since all other documents are prepared and the project is at Closing stage, we should now mention all the lessons we learned throughout the project. Mention all the knowledge points gained during the project in order to understand and document the improvements for future projects. This will help us understand things that we should start doing next time, things that we should continue to do and things that we should not do again. This includes lessons learned at all stages including Initiating, Planning, Executing, Monitoring and Controlling, and Closing.

5.1 : Once we have created all documents by 14th April 2022, we should be only left with finalizing documents and creating presentations for our project pitch. This shall be done by checking the requirement matrix and WBS.

5.2 : Before presenting on 27th April, we should all be prepared for our presentation. For this, we conduct a mock presentation where each of us will be presenting to our dummy panel

members. Time management will be of a main concern at this point. Acknowledge change in order to improve and smoothen the presentation.
5.3 : We have to review all the documents from Professor on 20th April 2022 in 464, RBS. . Presentation shall also be reviewed. Based on the professor's feedback, changes shall be made in the document and this will be the final set of documents before presentation.
5.4 : Panel member: Mr Joseph and professor shall need a hard copy of document. We will print 2 sets of each document for them. No other student will be provided with a hard copy of the document. Mr Pinto shall get a soft copy of each document as he will be present virtually.
5.5 : On 27th of April 2022, we have to gather in 464, RBS at 6pm. Our panel members will be Mr. Joseph Vocaturo and Mr. Americo Pinto. Mr. Pinto will be attending via Zoom. We will get 40mins to present our project pitch and professor shall also be present.
Project Assumptions:
<p>Panel Members will be available on 27th April for Final presentation</p> <p>All team members will be available throughout the project life cycle</p> <p>There won't be any technical glitch during the project presentation.</p>
Project Constraints:
<p>Team members have only 40 minutes to present their project plan and for Q&A</p> <p>Team members should submit project plan and presentation in pdf format before 5:00pm on 27th April 2022</p> <p>Team members should use templates provided by professor in class</p>
What is out of Scope:

Printouts of all 12 documents for the entire class.

Dress code for project presentation.

To get food and beverages for after party.