**Scope Management Plan**

**<ReqM Tool>**

**NTT Data Romania S.A.**

**19-21, Constanta Street,**

**400158 Cluj Napoca**

**2019**

**Table of Contents**

[1 Introduction 3](#_Toc6072620)

[2 Scope Management Approach 4](#_Toc6072621)

[3 Roles and Responsabilities 5](#_Toc6072622)

[4 Scope Definition 6](#_Toc6072623)

[5 Work Breakdown Structure 7](#_Toc6072624)

[6 Work Breakdown Structure Dictionary 8](#_Toc6072625)

[7 Scope Verification 9](#_Toc6072626)

[8 Scope Control 10](#_Toc6072627)

[9 Sponsor Acceptance 11](#_Toc6072628)

# Introduction

The Scope Management Plan provides the scope framework for this project. This plan documents the scope management approach; roles and responsibilities as they pertain to project scope; scope definition; verification and control measures; scope change control; and the project’s work breakdown structure. Any project communication which pertains to the project’s scope should adhere to the Scope Management Plan.

This project aims to develop a new tool that can be used internally into NTT Data Romania Company to help for managing the project requirements that makes it easy to capture, trace, analyze and manage changes.

As a first step the project aims to develop a proof of concept by a couple of students on the next Summer Internship Program.

# Scope Management Approach

For this project, scope management will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements. Proposed scope changes may be initiated by the Project Manager, Stakeholders or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change.

# Roles and Responsabilities

The Project Manager, Sponsor and team will all play key roles in managing the scope of this project. As such, the project sponsor, manager, and team members must be aware of their responsibilities in order to ensure that work performed on the project is within the established scope throughout the entire duration of the project. The table below defines the roles and responsibilities for the scope management of this project.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| Cunita Bogdan | Sponsor | * Approve or deny scope change requests as appropriate * Evaluate need for scope change requests * Accept project deliverables |
| Cunita Bogdan | Project Manager | * Measure and verify project scope * Facilitate scope change requests * Facilitate impact assessments of scope change requests * Organize and facilitate scheduled change control meetings * Communicate outcomes of scope change requests * Update project documents upon approval of all scope changes |
| Andrei Hirtie | Project Coordinator | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |
| Bogdan Herciu | Project Coordinator | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |
| Madalina Fantana | Project Coordinator | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |
| Paul Dobrota | Project Coordinator | * Participate in defining change resolutions * Evaluate the need for scope changes and communicate them to the project manager as necessary |

**Table 1.1, *Scope Management Roles and Responsibilities***

# Scope Definition

The scope of ReqM Tool Project is to develop a tool that can be used internally into NTT Data Company to help for managing the project requirements. In the first phase the tool will serve as a proof of concept for future development.

The scope of this project also includes completion of all documentation and manuals to be used in conjunction with the software. Project completion will occur when the software and documentation package has been successfully executed and transitioned to Department Delivery Manager.

# Work Breakdown Structure

In order to effectively manage the work required to complete this project, it will be subdivided into individual work packages which will not exceed 40 hours of work. This will allow the Project Manager to more effectively manage the project’s scope as the project team works on the tasks necessary for project completion. The project is broken down into five phases: initiation, planning, execution, control and closeout phase. Each of these phases is then subdivided further down to work packages which will require no more than 40 hours of work and no less than 4 hours of work (see WBS structure below).

**Figure 1.1, *Work Breakdown Structure (WBS)***

# Work Breakdown Structure Dictionary

In order to more clearly define the work necessary for project completion the WBS Dictionary is used. The WBS Dictionary includes an entry for each WBS element. The WBS Dictionary includes a detailed description of work for each element and the deliverables, budget and resource needs for that element. The project team will use the WBS Dictionary as a statement of work for each WBS element. The WBS Dictionary is defined as a standalone document named “03\_WBS\_Dictionary.docx” and it can be found in the “01\_Planning” folder.

# Scope Verification

As this project progresses the Project Manager will verify interim project deliverables against the original scope as defined in the scope statement, WBS and WBS Dictionary. Once the Project Manager verifies that the scope meets the requirements defined in the project plan, the Project Manager and Sponsor will meet for formal acceptance of the deliverable. During this meeting the Project Manager will present the deliverable to the Project Sponsor for formal acceptance. The Project Sponsor will accept the deliverable by signing a project deliverable acceptance document. This will ensure that project work remains within the scope of the project on a consistent basis throughout the life of the project.

# Scope Control

The Project Manager and the project team will work together to control of the scope of the project.

If a change to the project scope is needed the process for recommending changes to the scope of the project must be carried out. Any project team member or sponsor can request changes to the project scope. All change requests must be submitted to the Project Manager in the form of a project change request document.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bogdan Cunita

Project Manager