**Scope Management Plan**

**Shrine of the Five Wounds: A web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

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# Introduction

Scope Management is a critical aspect of project management that ensures the project includes all necessary work while excluding unnecessary tasks. The Scope Management Plan serves as a blueprint for defining, developing, and verifying the project scope, and it delineates responsibilities for scope management throughout the project lifecycle.

Project Scope Management follows a structured five-step process:

1. **Collect Requirements:** This initial step involves gathering and documenting stakeholder needs and expectations to ensure the project addresses all relevant requirements.
2. **Define Scope:** The project scope is clearly delineated, outlining the boundaries of what will and will not be included in the project deliverables. This step establishes a shared understanding among stakeholders regarding project objectives and deliverables.
3. **Create WBS:** The WBS breaks down project deliverables into smaller, more manageable components known as work packages. This hierarchical structure facilitates scheduling, costing, monitoring, and controlling the project by organizing tasks into logical groupings.
4. **Verify Scope:** In this step, the project team obtains formal acceptance of all deliverables from the project sponsor and/or customer. Verification ensures that deliverables meet agreed-upon requirements and are satisfactory to stakeholders.
5. **Control Scope:** Scope control involves monitoring and managing the project scope throughout the project lifecycle. This includes preventing scope creep, which refers to uncontrolled expansion of project scope, and integrating approved changes into the scope baseline to ensure alignment with project objectives.

# Scope Management Approach

The Scope Management Plan outlines a comprehensive approach for managing the project's scope, addressing the following key aspects:

1. Authority and Responsibilities for Scope Management

* **Project Manager/Leader:** Ultimately responsible for scope management throughout the project lifecycle.
* **Project Sponsor:** Provides oversight and guidance, particularly in decision-making related to scope changes.
* **Project Team:** Collaborates in defining, verifying, and controlling scope as per their respective roles and responsibilities.

1. Scope Definition

* **Scope Statement:** Defines the project objectives, deliverables, and boundaries.
* **Work Breakdown Structure (WBS):** Hierarchically decomposes project deliverables into manageable work packages.
* **WBS Dictionary:** Provides detailed descriptions of each work package.
* **Statement of Work (SOW):** Documents the project scope, objectives, and requirements, particularly in external contracts or procurements.

1. Scope Change Process:

* **Initiation**: Scope changes may be initiated by the project team, stakeholders, or external factors.
* **Evaluation**: The project manager evaluates proposed changes for their impact on project scope, schedule, budget, and other constraints.
* **Authorization**: Approved changes are authorized by the project sponsor or designated change control board.
* **Implementation**: Implemented changes are integrated into the project scope baseline and communicated to relevant stakeholders.
* **Documentation**: All scope changes and their impact are documented for future reference and audit purposes.

1. Acceptance of Final Project Deliverable and Approval of Project Scope:

* **Project Sponsor:** Responsible for accepting the final project deliverable, ensuring it meets predefined acceptance criteria.
* **Approval**: Project scope is approved by the project sponsor or designated authority upon successful completion and acceptance of deliverables.

# Roles and Responsibilities

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| **Project Team** | **Roles** | **Responsibilities** |
| Bon Gryan Daggao | Project Manager & Full Stack Developer | Is responsible for overseeing the entire project from planning, executing, and deploying. Moreover, he oversees the development of the front-end and back-end and help guide the developer team with their tasks. |
| Reiner Gena | Scrum Master & Documentation Specialist | Is for facilitating Agile methodology, ensuring team adheres to Scrum practices, and make sure the team pass their deliverables on time. Moreover, he oversees each members’ assigned documents, ensuring the quality of documents being submitted and ensure that it adheres within the scope of the project. |
| Jarvis Carpo | Stakeholder Coordinator & Front-end Developer | Is responsible for coordinating with client and project adviser, ensuring effective communication between the team and stakeholders. Additionally, he is part of development team as a front-end developer focusing on creating User Interrace of the system. |
| Kimberly Ann Altea | Product Designer & Front-end Developer | Is responsible for designing the User Interface of the system and guides the front-end development process by collaborating closely with front-end developer to implement designs effectively. |
| Vince Edward Tan | Documentation Assistant & Back-end Developer | Is responsible for coordinating the documentation process with the Documentation Specialist, ensuring that all project-related documentation is maintained and organized in accordance with the planned scope. Additionally, he contributes to the back-end development of the system. |
| Carlo Dominic Santos | Back-end Developer | Is responsible for the back-end development of the system from creating server-side logic, database management, and ensuring proper integration of the system’s front-end components. |

# Scope Definition

The project scope encompasses the development and implementation of a web-based Church Request Management System for The Shrine of Five Wounds of Our Lord Jesus Christ Parish. The system aims to streamline the management of all requests received by the parish, centralizing the scheduling of priests, processing of client requests, and generation of reports into a single platform. The system primarily includes the following features: account management for clients/priest/secretary, modifying of available services/documents, request management, scheduling management for approved requests and priest schedules, generation of reports. To be able to implement planned features of the system, the team has assigned roles and responsibilities to each member. These roles include Project Manager, Full Stack Developer, Scrum Master, Documentation Specialist, Stakeholder Coordinator, Product Designer, Front-end Developer, and Back-end Developer. With each team member assigned specific roles and responsibilities tailored to their strength and skills, the project is poised for efficient development and successful implementation of the church request management system within specified scope, timeline, and cost.

# Project Scope Statement

**Product Scope Description**

The major business objective is to develop a church request management system for the parish office of The Shrine of Five Wounds of our Lord Jesus Christ Parish. It aims to digitize the request management of the parish office where they would be able to view, accept, and cancel requests from clients as well view and generates report of the overall request status of the parish.

**Product Acceptance Criteria**

* All core functionalities specified in the project requirements documentation are implemented and tested satisfactorily.
* The system is user-friendly, intuitive, and accessible to all intended users, including church staff and members.
* Performance benchmarks are met, ensuring timely processing of requests and tasks even during peak usage periods.

**Project Deliverables**

* Project Exclusions – description of work that is not included in the project and outside of the scope.

1. Development of additional features not specified in the initial project requirements.
2. Integration with third-party systems or services beyond the agreed-upon scope.
3. Customization of the system for specific individual preferences outside of agreed-upon user requirements.

* Project Constraints – lists limits on resources for time, money, manpower, or equipment (capital)

1. Time: The project must be completed within the time period of three months.
2. Budget: The project budget is not constrained as it is a school project.
3. Manpower: The project team consists of Bon Daggao, Reiner Gena, Jarvis Carpo, Kimberly Altea, Vince Tan, and Carlo Santos with allocated hours for project tasks.
4. Equipment: The project will utilize existing infrastructure and software tools within the students resources.

* Project Assumptions – describes the list of assumptions the project team and stakeholders are working under to complete the project.

The project team and stakeholders are working under the following assumptions:

1. Stakeholders will provide timely feedback and approvals during the project lifecycle.
2. Necessary resources, including access to data and facilities, will be made available as required.
3. External dependencies, such as internet connectivity and third-party services, will remain stable throughout the project duration.

# Work Breakdown Structure

The Work Breakdown Structure (WBS) provides a structured breakdown of tasks and deliverables for the project to develop a website. Here's a summary:

* Project Goal: Develop a website.
* Phases:

1. Planning: Define scope, gather requirements, create schedule, identify stakeholders.
2. Design: Develop wireframes, UI/UX design, graphic design.
3. Development: Frontend (HTML, CSS, JavaScript) and backend (database, server-side scripting) development.
4. Testing: Functional testing, user acceptance testing (UAT), cross-browser testing.
5. Deployment: Launch website, set up hosting, configure domain.
6. Maintenance: Bug fixes, performance optimization, content updates.
7. Each phase is essential for the successful completion of the project, with tasks becoming more detailed as you progress through the hierarchy. This structured approach ensures clarity, accountability, and effective management throughout the website development project.

A diagram of a website

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

# Scope Verification

To guarantee that the team’s deliverables align with the project's scope and meet the specified requirements, a thorough scope verification will be conducted. This will involve the implementation of the following methods:

**Quality Checklists:** The team will utilize Jira to create and maintain quality checklists, detailing specific criteria and standards for each deliverable. These checklists will serve to monitor progress and ensure that the deliverables meet the required quality and completeness at various stages of development.

**Work Performance Measurements:** The team will utilize Jira to monitor assigned tasks for each member, allowing for real-time tracking of progress and detect any issues in terms of completion or deviation from the original scope.

**Scope Baseline:** The team will establish a clear scope baseline, documenting the agreed-upon project scope, objectives, and deliverables. This baseline will serve as a reference point throughout the project lifecycle to ensure that all work remains aligned with the defined scope.

**Formal Acceptance:** Deliverables will undergo formal acceptance by stakeholders, the project adviser, and panelists before being deemed complete. This process ensures that all parties involved have reviewed and approved the deliverables.

# Scope Control

Scope control is a critical aspect of project management that ensures the project stays within defined boundaries and objectives. It involves monitoring the status of the project scope and managing changes to the scope baseline.

1. Monitoring Scope Status involves continuously assessing project activities and deliverables to ensure alignment with the defined scope.
2. Identifying Scope Changes entails evaluating proposed modifications for necessity, feasibility, and impact on project objectives.
3. The Change Process follows a structured procedure, including initiation, evaluation, approval, implementation, and communication of approved scope changes.
4. Scope Documentation and Tracking requires maintaining detailed records of all scope alterations, including their origin, rationale, and approval details.
5. Preventing Scope Creep involves proactively managing changes, enforcing procedures, educating stakeholders, and ensuring proper evaluation and approval.

# Sponsor Acceptance

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Date: April 10, 2024

Princess Malatag

Church Secretary