

Scope Management Plan

Project: LanguaLiser

Description: Implementation of the LanguaLiser mobile app on iOS and Android

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1. SCOPE DEFINITION

Project Scope: The project aims to develop and deploy a multilingual mobile application, LanguaLiser, for language learning. The app will support English, Spanish, and Chinese at launch, with the potential for additional languages post-launch based on demand. The app will include features such as interactive lessons, progress tracking, knowledge tests, gamification, offline access, and personalized learning paths.

In-Scope:

- Development of a mobile application supporting English, Spanish, and Chinese.
- Implementation of interactive lessons, progress tracking, knowledge tests, and gamification.
- Integration of offline functionality.
- Localization of UI, educational content, and documentation into three languages.
- Integration with translation APIs.
- Beta testing and UX testing in English, Spanish, and Chinese.
- Marketing campaign targeting multiple markets.
- Regular content updates and ongoing maintenance post-launch.

Out-of-Scope:

- Support for additional languages (Hindi, Japanese, Korean, French, and German) will be considered post-launch based on demand.
 - Features unrelated to language learning, such as social networking or e-commerce functionalities.
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2. SCOPE MANAGEMENT PROCESS

Scope Control Procedures: To ensure the project remains on track and within the defined scope, the following procedures will be implemented:

1. Scope Baseline:

- The scope baseline will include the project scope statement, Work Breakdown Structure (WBS), and WBS dictionary.
- This baseline will be used to measure project performance and manage changes.

2. Change Control Process:

- Any changes to the project scope must be documented and submitted to the Change Control Board (CCB) for review.
- The CCB will evaluate the impact of the change on the project schedule, budget, and resources before approving or rejecting the change.
- Approved changes will be communicated to all relevant stakeholders and the project plan will be updated accordingly.

3. Scope Verification:

- Regular scope verification will be conducted through deliverable reviews with the client and key stakeholders to ensure the project is on track.
- Deliverables will be reviewed against the project requirements to confirm that they meet the agreed-upon standards and specifications.

4. Scope Creep Prevention:

- Strict adherence to the change control process will be enforced to prevent unauthorized changes from affecting the project.
 - The Project Manager (PM) will closely monitor project activities and regularly compare them to the scope baseline to identify and address any potential scope creep.
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3. SCOPE MANAGEMENT RESPONSIBILITIES

Project Manager (PM):

- Oversees the overall scope management process and ensures that the project remains within the defined scope.
- Reviews and approves any scope changes in collaboration with the Change Control Board (CCB).
- Communicates scope changes to all stakeholders and updates the project plan accordingly.

Business Analyst:

- Gathers and documents detailed business requirements that define the project scope.
- Works with the client and stakeholders to ensure that the project deliverables align with the business needs.

Change Control Board (CCB):

- Reviews all proposed changes to the project scope.
- Evaluates the impact of changes on the project schedule, budget, and resources.
- Approves or rejects scope changes based on their potential impact on the project.

Development Team:

- Delivers project components according to the defined scope and requirements.
- Reports any issues or challenges that may require changes to the project scope.

Client:

- Provides clear and detailed requirements and offers feedback throughout the project.
 - Approves the final deliverables, ensuring they meet the agreed-upon scope.
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4. SCOPE VALIDATION

Deliverable Acceptance:

- The client and key stakeholders will validate and formally accept project deliverables.
 - The acceptance process will include a review of deliverables against the project requirements and scope.
 - The final product must meet all agreed-upon specifications to be considered complete.
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5. SCOPE REVIEW AND ADJUSTMENT

Regular Reviews:

- The scope will be reviewed at the end of each project phase (preparation, development, testing, deployment) to ensure that it aligns with the project objectives.
- Any necessary adjustments will be made through the change control process.

Final Review:

- A final scope review will be conducted at project completion to ensure all deliverables meet the project objectives and client requirements.
- Any lessons learned regarding scope management will be documented for future projects.