

Project Scope Statement

Celia Kamana

09/29/2024

Project Scope Statement	
I. General Information	
Project name: Creation of Project Management (PM) Processes for software Development and post-Development Operations. Project Manager's name: Celia Kamana Project number: 01 Date of request: 09/29/2024	
II. Project Overview <i>Describe the product or service of the project, the reason the project was undertaken, and the purpose of the project.</i>	
<p>This project involves creating a comprehensive set of Project Management (PM) frameworks, including guidelines, forms, templates, and Standard Operating Procedures (SOPs). The goal is to standardize project execution across all departments and regions, ensuring consistency, efficiency, and alignment with the company's strategic objectives. The framework will cover the entire project lifecycle, from identification and prioritization all the way through to project closure and archival in a centralized Project Library.</p>	
III. Project Goals and Objectives <i>Describe the project goals using the SMART (Specific, Measurable, Accurate and Agreed to, Realistic, Time Bound) formula. These goals will be used to measure and determine the project's success at its conclusion.</i>	
<p>The Ultimate goal is to create PM procedures and processes that the company can implement for the development and implementation of various software solutions.</p> <p>The objectives are to:</p> <ol style="list-style-type: none"> Develop Standardized Guidelines and SOPs: <ul style="list-style-type: none"> Create detailed SOPs covering all PM activities to ensure that projects are managed consistently. Establish clear processes for project initiation, planning, execution, monitoring, controlling, and closing. Design Forms, Templates, and Checklists: <ul style="list-style-type: none"> Develop a complete set of standardized forms, templates, and checklists for all PM tasks. Ensure these documents are user-friendly and adaptable to various project sizes and complexities. Implement Business Process Modeling: <ul style="list-style-type: none"> Create process flow diagrams using Business Process Modeling techniques to visually represent PM processes. Facilitate better understanding and communication of PM processes among stakeholders. Facilitate Training and Implementation: <ul style="list-style-type: none"> Create training materials that Provide comprehensive training to relevant staff on the new PM frameworks. Establish a Project Library(if time permits): <ul style="list-style-type: none"> Set up a centralized repository for all project documentation to facilitate knowledge sharing and archival. 	
IV. Comprehensive List of Project Deliverables <i>These are the products or services that must be produced in order to fulfill the goals of the project. Deliverables should have measurable, verifiable results and outcomes. Identify critical success factors. Will map roughly to the work package Level of the WBS</i>	
1. Project Management Guidelines Document:	

- A detailed guide outlining PM methodologies, best practices, resources and company-specific procedures.

2. Standard Operating Procedures (SOPs):

- SOPs for each PM process, including initiation, planning, execution, monitoring, controlling, and closing.

3. Standard Forms and Templates: such as

- Project concept Template
- Project Charter Template
- Project scope Template
- Project Plan Template
- Risk Management Form
- Communication Plan Template
- Change Request Form
- Status Report Template
- Project Closure Report Template
- Lessons Learned Document

4. Checklists:

- Project Kickoff Checklist
- Risk Assessment Checklist
- Quality Assurance Checklist
- Project Closure Checklist

5. Process Flow Diagrams:

- Visual representations of PM processes using Business Process Modeling techniques.

6. Training Materials to Implement the new PM processes:

- Training manuals

7. Implementation Plan:

- A detailed plan outlining the steps for rolling out the PM frameworks across the organization.

8. Project Library Setup (if time permits):

- Establishment of a centralized digital repository for all project-related documents.

V. Comprehensive List of Project Requirements *Requirements are the specifications of the deliverables.*

1. Alignment with the company Strategic Objectives:

- The PM frameworks must support the company's vision and strategic goals.

2. Compliance with International PM Standards:

- Incorporate best practices from PMBOK, PRINCE2, and Agile methodologies where appropriate.

3. Coordination for Regional Operations:

- Adapt the PM processes to accommodate regional differences in regulations, culture, and operational practices across markets.
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4. User-Friendly Documentation:

- All guidelines and templates must be clear, concise, and accessible to users with varying levels of PM experience.

5. Integration with Existing Systems:

- Ensure compatibility with current project management tools and software platforms.

6. Scalability and Flexibility:

- The frameworks should be applicable to projects of different sizes and complexities, allowing for scalability as needed.

7. Stakeholder Engagement Processes:

- Define clear communication channels and engagement strategies for all stakeholders, including internal departments and external partners.

8. Risk Management Procedures:

- Establish robust risk identification, assessment, and mitigation processes.

9. Quality Assurance Standards:

- Ensure deliverables meets industry standards.

10. Training and Support:

- Provide resources and support to facilitate smooth adoption and ongoing use of the new PM frameworks.

VI. Exclusions from Scope *List all deliverables or requirements that are not part of this project.*

1. Procurement of New PM Software Tools:

- Acquisition of new project management software or IT infrastructure changes are excluded.

2. Management of Specific Projects Using the New Frameworks:

- While the framework will be developed, the application of these processes to specific projects is outside this scope.

VII. Time and Cost Estimates *Include initial estimates of time and resources. These are estimates only and will be updated after additional project planning activities are completed.*

Time Estimate:

- **Total Duration:** Approximately **2 months**, completion deadline of **November 19th**.
 - **Phase 1: Research & Development (2 weeks)**
 - Collect requirements and develop initial drafts of guidelines, SOPs, templates, and process diagrams.
 - **Phase 2: Review & Refinement (2 weeks)**
 - Engage with stakeholders for feedback and make necessary adjustments.
 - **Phase 3: Implementation & Training (3 weeks)**
 - Roll out the frameworks and conduct training sessions across all relevant departments.

- **Phase 4: Follow-up & Review (1 week)**
 - Monitor adoption, collect feedback, and finalize documents.

Cost Estimate:**1. Development Costs:**

- Consultant Fees: **\$10,000**
 - For expert input in PM processes and documentation.
- Process Design and Development: **\$50,000**

2. Training Costs:

- Training Material Development: **\$5,000**
- Training Sessions: **\$10,000**

3. Implementation Costs:

- Communication and Rollout Expenses: **\$5,000**

4. Contingency (10%):

- **\$8,000**

Total Estimated Cost: \$88,000**VIII. Roles and Responsibilities***Include a roles-and-responsibilities chart, detailing project responsibilities.*

- **Project Sponsor:**
- **Name:**
- **Role:** Provides overall direction, approves major deliverables, and ensures alignment with strategic objectives.

Lead Project Manager:

- **Name:** Celia Kamana
- **Role:** Manages day-to-day project activities, coordinates with teams, and ensures timely delivery.

PMO Team Members:

- Assist in developing documents and provide subject matter expertise.
- Develop and deliver training programs to staff.

Stakeholder Representatives:

- **IT Department:** Ensure technical compatibility and integration.
- **Finance Department:** Oversee budget considerations and financial compliance.
- **Legal Department:** Ensure adherence to regulatory requirements.
- **Operations Department:** Provide insights on operational feasibility.

IX. Assumptions*List all project assumptions.*

1. **Resource Availability:** Necessary personnel and resources will be available as needed.
2. **Stakeholder Engagement:** Stakeholders will actively participate in reviews and approvals.

3. **Technology Access:** All team members have access to required tools and platforms.
4. **Regulatory Stability:** No major changes in regulations that could impact PM processes during the project timeline.

X. Product Acceptance *List all project acceptance criteria.*
Criteria

1. **Completeness:** All deliverables are developed, reviewed, and approved by key stakeholders.
2. **Quality Standards:** Deliverables meet predefined quality criteria and are free of significant defects.
3. **User Acceptance:** Positive feedback from pilot users indicating the framework is practical and beneficial.
4. **Training Effectiveness:** Staff demonstrate understanding and ability to apply new PM processes.
5. **Timely Delivery:** All project objectives are met by the **November 19th** deadline.

XI. Constraints *List all project constraints.*

1. **Time Constraint:** Strict deadline requires efficient time management and prioritization.
2. **Budget Limitations:** Must operate within the allocated budget without overruns.
3. **Geographical Dispersion, Language and Cultural Differences:**
Coordination across different countries and time zones may pose logistical challenges. Additionally, Documentation and training may need to be adapted for different languages and cultural contexts within MTN's operations.

XII. Signatures *Include signature lines for the project sponsor, project manager, key stakeholders, customers, and vendors.*

Project Sponsor:

Signature: _____

Head of PMO / Project Manager:

Signature: ____celia kamana__

Stakeholder Representatives:

- **IT Department:**
Signature: _____
- **Financial services Department:**
Signature: _____
- **Legal Department:**
Signature: _____