**SCOPE MAANGEMENT PLAN**

**TRANSPORT NETWORK VEHICLE SYSTEM  
(ADMINISTRATIVE)**

**TRAILAD.CO**

**MV Campus**

**Quezon City, Philippines, 1118**

**9/29/2025**

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1. **INTRODUCTION**

* The TNVS Administrative System is designed to help manage and organize transport network vehicle operations under the Land Transportation Franchising and Regulatory Board (LTFRB). This system serves as a centralized platform where administrators can handle driver records, vehicle registrations, reports, and other TNVS-related transactions efficiently. As an administrative team, our main goal is to ensure that all project activities are properly planned, monitored, and controlled, so that the final system works smoothly and securely. This documentation explains the scope, structure, and process of managing the TNVS Administrative System project.

1. **SCOPE MANAGEMENT APPROACH**

**-** Our team follows a structured approach to ensure that only the required tasks are completed within the project scope. The Project Manager and Administrative Team are responsible for defining, verifying, and controlling the project’s scope. The system’s scope is based on the approved project charter, scope statement, work breakdown structure (WBS), and WBS dictionary. To prevent unnecessary work or “scope creep,” any new feature or change request must first be reviewed by the Project Manager before implementation. The main goal of this approach is to stay focused on building a functional, secure, and easy-to-use administrative system for TNVS operations.

1. **ROLES AND RESPONSIBILITIES**

**-** Managing the TNVS Administrative System project requires teamwork and clear communication among members. The Project Manager oversees the entire project, ensuring it stays within schedule and scope. The Administrative Team prepares reports, assists with documentation, and coordinates with other departments. The IT and Development Team handles system design, programming, and technical support. The Quality Assurance Team tests the system to make sure it meets standards, while the Sponsor (LTFRB Representative) reviews and approves the deliverables. Each member is responsible for completing assigned tasks and helping the team achieve project goals efficiently.

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Responsibilities** |
| Casimiro, Chris John Rey T. | Project Manager/ Team Leader | - Oversees the entire TNVS Administrative project and ensures it stays within scope, schedule, and budget. - Approves or denies scope change requests as needed. - Leads planning meetings and assigns tasks to team members. - Coordinates with developers, testers, and LTFRB representatives. - Reviews and approves final project deliverables before submiss |
| Muyargas, Karylle M. | Team Member/ Documentation Lead | - Prepares and maintains project documents such as reports, meeting minutes, and scope updates. - Helps track changes in project scope and updates related documents. - Coordinates with the Project Manager for change approvals. - Communicates progress and updates to the team. - Assists in compiling the final project documentation and presentation. |
| Miano, Fercy | Team Member/ Quality and Evaluation Officer | - Reviews project deliverables to ensure they meet quality standards. - Verifies that project outputs align with defined requirements. - Conducts internal evaluations during each phase of the project. - Helps in testing and checking for system accuracy. - Reports quality issues or risks to the Project Manager. |
| Quintana, Jhonel | Team Member/ Technical Support and Support Officer | - Assists with technical tasks such as data management and basic system testing. - Coordinates with the IT and development team for troubleshooting. - Identifies possible system or process issues and suggests improvements. - Helps in documenting technical processes and findings. - Provides support during testing and implementation phases. |
| Burio, Carl Miguel | Team Member/ Communication and Research Officer | - Handles communication among team members and stakeholders. - Conducts research related to TNVS operations, policies, or system improvements. - Prepares summaries and reference materials for project reports. - Assists in drafting and editing project content and presentations. - Ensures all communication follows project guidelines and is properly documented. |

1. **SCOPE DEFINITION**

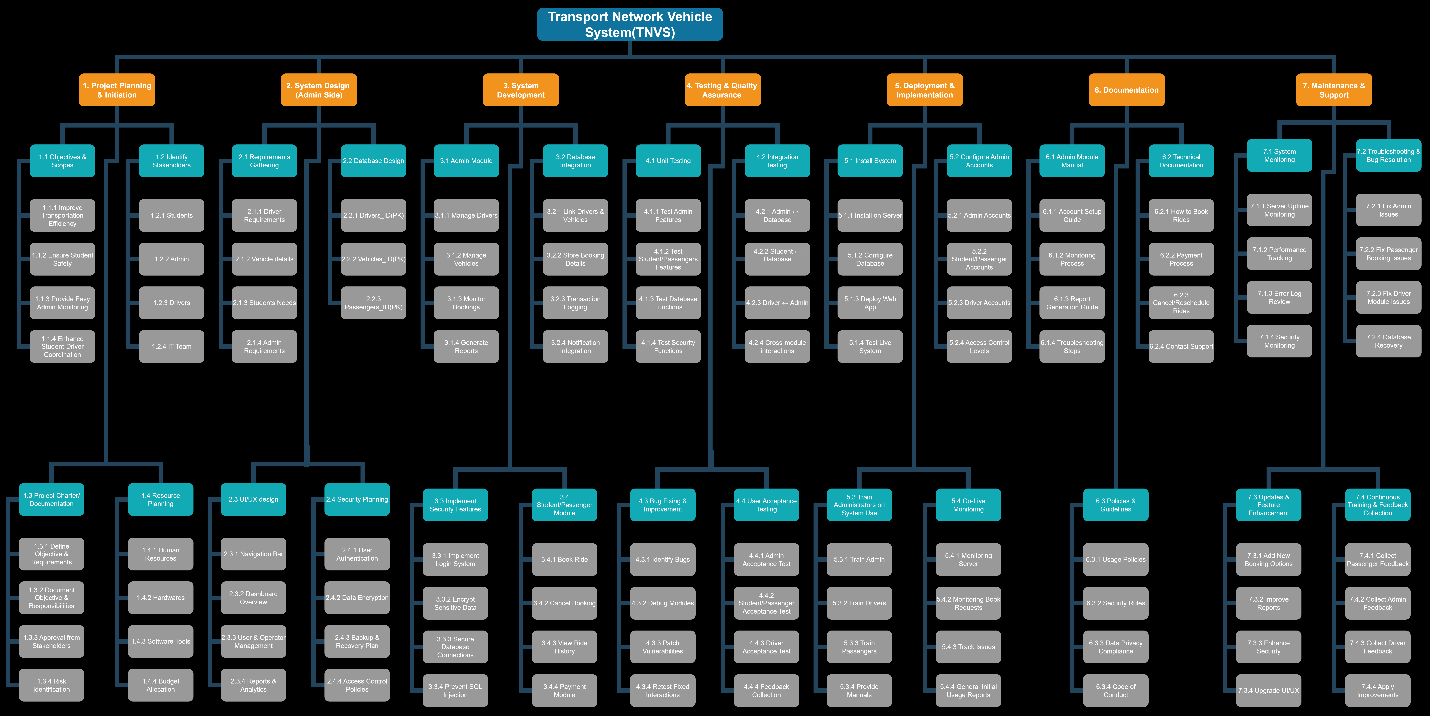
**-**The scope of the TNVS Administrative System includes developing an online platform that helps administrators handle daily TNVS activities such as driver and vehicle management, record tracking, report generation, and compliance monitoring. This scope was defined after gathering requirements from the LTFRB and studying the current manual processes. The project focuses on building a reliable, secure, and user-friendly system. It does not include system maintenance beyond the deployment phase or external TNVS application features (like passenger apps). The team will only use internal resources and tools to complete the project.

1. **PROJECT SCOPE STATEMENT**

**-** The TNVS Administrative System aims to improve the management of transport services by automating administrative processes. The final deliverables include a functioning web-based system, user manuals, and training sessions for administrators. The system will only be considered complete once it passes testing, security checks, and user acceptance evaluation. Excluded from the project are post-launch maintenance and non-administrative modules. The main constraints are the project timeline, limited budget, and resource availability. The team assumes that all members will cooperate, resources will be provided, and the LTFRB will support project implementation.

1. **WORK BREAKDOWN STRUCTURE**

**-**The Work Breakdown Structure divides the project into smaller, manageable parts. The main phases include Initiation, Planning, System Design, Development, Testing, Deployment, Documentation, and Maintenance. Each phase contains tasks such as defining objectives, creating database designs, developing modules, and conducting system tests. Breaking the project down into levels helps the team stay organized and ensures each deliverable is properly tracked. The WBS serves as a guide for assigning tasks, budgeting, and scheduling work throughout the project.

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

The WBS Dictionary explains each WBS element in more detail. It includes the task description, deliverables, estimated budget, and assigned resources. For example, during **System Design**, the team focuses on creating the database, interface layouts, and security plans. The **Development Phase** involves coding the modules and integrating the database. **Testing** ensures that the system runs correctly before deployment. Each element in the WBS Dictionary helps clarify what needs to be done, who is responsible, and how success will be measured.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Level | WBS Code | Element Name | Description of Work | Deliverables | Budget (₱) | Resources |
| 1 | 1.0 | Project Planning & Initation | Defines the project goals, scope,and direction. Identifies stakeholders and establishes the foundation for project execution | Project Charter, Scope Document, Stakeholder List | 20,000 | Project Manager, Admin Head, Documentation Officer |
| 2 | 1.1 | Objectives & Scope | Determines project goals like improving transportation efficiency and admin monitoring. | Project Objectives Report | |  | | --- | |  |  |  | | --- | | 5,000 | | |  | | --- | |  |  |  | | --- | | Admin Staff, Project Manager | |
| 2 | 1.2 | |  | | --- | |  |  |  | | --- | | IdentifyStakeholders | | Lists all involved groups including students, drivers, admins, and IT team. | Stakeholder Register | |  | | --- | |  |  |  | | --- | | 3,000 | | |  | | --- | |  |  |  | | --- | | Project Manager, Administrative Assistant | |
| 2 | 1.3 | Project Charter Documentation | Prepares the official document authorizing the project and defining its purpose. | Approved Project Charter | |  | | --- | |  |  |  | | --- | | 4,000 | | Documentation Officer |
| 2 | 1.4 | |  | | --- | |  |  |  | | --- | | ResourcePlanning | | Identifies and allocates human, hardware, and software resources for the project. | Resource Plan | |  | | --- | |  |  |  | | --- | | 8,000 | | |  | | --- | | HR Officer, IT Support, Admin Head |  |  | | --- | |  | |
| 1 | 2.0 | |  | | --- | |  |  |  | | --- | | SystemDesign **(**AdminSide**)** | | Focuses on requirements gathering, database and UI design, and security planning. | System Design Document | 35,000 | System Analyst, UI/UX Designer, Database Admin |
| 2 | 2.1 | Requirements Gathering | |  | | --- | |  |  |  | | --- | | Collects details about admin and user needs for the system. | | Requirements Specification | 5,000 | System Analyst, Admin Representative |
| 2 | 2.2 | Database Design | Creates database structure for drivers, vehicles, and passengers. | Database Schema, ER Diagram | 10,000 | |  | | --- | |  |  |  | | --- | | Database Developer, IT Specialist | |
| 2 | 2.3 | UI/UX Design | Designs the system’s interface for easy use by admins and users. | Wireframes, Interface Layouts | 8,000 | UI/UX Designer, Graphic Artist |
| 2 | 2.4 | |  | | --- | |  |  |  |  |  | | --- | --- | --- | | |  | | --- | |  |  |  | | --- | | SecurityPlanning | | | Defines authentication, encryption, and access control policies. | Security Plan | 12,000 | Cybersecurity Specialist, IT Admin |
| 1 | 3.0 | |  | | --- | |  |  |  | | --- | | SystemDevelopment | | Actual coding and system creation based on approved designs. | Working System Prototype | 60,000 | Developers, Programmers, QA Tester |
| 2 | 3.1 | Admin Module | Develops system features for administrative management like monitoring and reports. | Admin Dashboard | 10,000 | Developer, Admin Team |
| 2 | 3.2 | Database Integration | |  | | --- | |  |  |  | | --- | | Connects system modules with the main database for proper data flow. | | Functional Integrated Database | 15,000 | Database Developer, IT Support |
| 2 | 3.3 | |  | | --- | |  |  |  | | --- | | ImplementationofSecurityFeatures | | Applies encryption and access control to protect sensitive data. | Secured System | 8,000 | |  | | --- | |  |  |  | | --- | | IT Security Officer | |
| 2 | 3.4 | |  | | --- | |  |  |  | | --- | | Student**/**PassengerModule | | Develops booking, payment, and ride management features | Passenger Module | |  | | --- | | 12,000 |  |  | | --- | |  | | Developer, Tester |
| 2 | 3.5 | Bug Fixing & Improvement | Identifies and fixes system errors before final testing. | Debugged Code | |  | | --- | |  |  |  | | --- | | 5,000 | | QA Tester, Developer |
| 1 | 4.0 | |  | | --- | | Testing **&** QualityAssurance |  |  | | --- | |  | | Tests the system to ensure quality, performance, and reliability. | Test Reports, QA Certificates | 25,000 | QA Team, Test Engineers |
| 2 | 4.1 | |  | | --- | |  |  |  | | --- | | UnitTesting | | Tests each module individually for accuracy and reliability. | Unit Test Report | 5,000 | |  | | --- | |  |  |  | | --- | | QA Tester | |
| 2 | 4.2 | Integration Testing | Checks how modules interact with each other. | Integration Test Results | 7,000 | QA Tester, Developer |
| 2 | 4.3 | |  | | --- | |  |  |  | | --- | | UserAcceptanceTesting | | Tests the system with actual users (admins, drivers, students) to ensure usability. | UAT Report | 8,000 | QA Lead, Admin Staff |
| 1 | 5.0 | Deployment & Implementation | Installs and launches the system on the local server. | Fully Operational TNVS System | 30,000 | IT Team, System Admin |
| 2 | 5.1 | Install System | Sets up the system environment and database. | Installed System | 10,000 | |  | | --- | |  |  |  | | --- | | IT Technician, Database Admin | |
| 2 | 5.2 | |  | | --- | |  |  |  | | --- | | Configure Admin Accounts | | Sets up accounts, roles, and permissions for admin users. | Admin Accounts Setup | 5,000 | Admin Staff, IT Support |
| 2 | 5.3 | Train Administrators on System Use | Conducts training and creates user manuals. | Training Reports, User Manuals | |  | | --- | | 7,000 |  |  | | --- | |  | | |  | | --- | |  |  |  | | --- | | Trainer, Documentation Officer | |
| 1 | 6.0 | Documentation | Prepares guides and manuals for system use and maintenance. | |  | | --- | | Admin Manual, Technical Documentation |  |  | | --- | |  | | 15,000 | |  | | --- | |  |  |  | | --- | | Documentation Team, Admin Assistant | |
| 2 | 6.1 | |  | | --- | |  |  |  | | --- | | Admin Module Manual | | Creates detailed instructions for admin users. | Admin Guidebook | |  | | --- | |  |  |  | | --- | | 5,000 | | Admin Writer, Designer |
| 2 | 6.2 | Technical Documentation | Describes technical setup, database, and processes. | Technical Manual | 7,000 | IT Staff, Documentation Officer |
| 2 | 6.3 | |  | | --- | |  |  |  | | --- | | Policies & Guidelines | | Lists rules, policies, and data privacy standards. | Policy Document | 3,000 | Admin Team, Legal Consultant |
| 1 | 7.0 | Maintenance & Support | Provides ongoing monitoring, updates, and troubleshooting after deployment. | Maintenance Reports, Updated System | 25,000 | |  | | --- | | IT Support Team, Admin Staff |  |  | | --- | |  | |
| 2 | 7.1 | |  | | --- | |  |  |  | | --- | | System Monitoring | | Tracks server performance and system health. | Monitoring Logs | |  | | --- | |  |  |  | | --- | | 8,000 | | IT Admin, Network Technician |
| 2 | 7.2 | |  | | --- | |  |  |  | | --- | | Troubleshooting & Bug Resolution | | Fixes system errors, data issues, or module problems. | System Updates | |  | | --- | |  |  |  | | --- | | 7,000 | | IT Support, Developer |
| 2 | 7.3 | Updates & Feature Enhancement | Improves features and adds new system functions based on user feedback. | Updated Version | |  | | --- | |  |  |  | | --- | | 6,000 | | Developers, UI/UX Designer |
| 2 | 7.4 | Continuous Training & Feedback Collection | Collects feedback from users and provides ongoing training to improve usage. | Feedback Reports, Training Logs | 4,000 | Admin Trainer, HR Officer |

**Table 1.2, *WBS Dictionary***

1. **SCOPE VEFICIATION**

**-** Scope verification ensures that the system’s features match the original requirements. The Administrative Team will review each completed deliverable and compare it with the approved scope. After verification, the Project Manager and Sponsor will formally accept the work by signing an approval document. This process ensures that all parts of the system meet expectations before moving to the next phase. Regular feedback and testing sessions will help identify any issues early and maintain project quality.

1. **SCOPE CONTROL**

**-** Scope control helps the team manage changes that may occur during the project. If any modifications are needed — such as adding a new report feature or updating a form — a change request must be submitted to the Project Manager. The change will then be reviewed, discussed, and approved only if it aligns with the project goals. Approved changes are recorded, and all project documents are updated accordingly. This process helps avoid confusion, keeps the project within its limits, and ensures that the TNVS Administrative System is completed on time and within budget.