

## **Scope management plan.**

By: Hazem Hamada Abdellatif Mohamed, 16p3100

### **1. How to create the scope statement:**

We will use the organization scope statement template to create the scope statement and we must keep into consideration the organization's policy and guideline terms in making the scope statement .

### **2. How to create the WBS:**

We will use top-down approach, as we will get the large tasks and break them to small tasks and then break them to more smaller tasks and so on, until we reach the smallest tasks we can break, and the tanks are assigned to persons. We will also use some analogy in creating the WBS due to some reasons, for example we have some experience in such this projects, so using analogy will save a lot of time, effort, and cost.

### **3. How to maintain and approve the WBS:**

The initial WBS often changes and the development tea disagree on it, and the changes in the WBS is very hard as each task may affect another tasks, so changing in the WBS must be managed very carefully and by certain people, in this project the people responsible for changing the WBS are the project manager and the technical team leader and the technical team manager, and any one want to change the WBS must make a formal request to those people responsible for change and take there approval. After the changing in the WBS the new WBS must be revalidated to check that the new WBS works successfully and make the purpose which the WBS changed for.

### **4. How to obtain formal acceptance of the completed project deliverables:**

Obtaining the formal acceptance is based on the acceptance criteria discussed in creating the requirements of the project. If the acceptance criteria are done in the system, every one responsible for accepting the system (The project sponsor and funder and the client) should test the system to check whether the acceptance criteria are done or not, if done then a formal acceptance form is written and every one responsible in accepting the system should sign on this form. If the testing for the acceptance criteria results are failed, then the system wouldn't be accepted and the development team should rebuild the system if the system is failed or adding the missing features if there is something missing.

### **5. How to control requests for changes to the project scope:**

Changing in the scope affects the project and can change the entire project, so it must be controlled and analysed carefully. To change any thing in the scope all the steps defined in creating the scope should be repeated for the changed points, and revalidate and test the new scope to check it technical wise and business wise and see if the project development teams will need more time and increase the cost or not. The persons responsible for changing the scope are the project sponsor and the technical team manager and the technical team leader, and if any one else wants to change any thing in the scope he should make a formal request to them, and all the responsible people should accept this and sign on the request form.