

SCOPE MANAGEMENT PLAN

<Tracking Activity Project Management>

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TABLE OF CONTENTS

INTRODUCTION	3
SCOPE MANAGEMENT APPROACH	4
ROLES AND RESPONSIBILITIES	5
SCOPE DEFINITION	5
PROJECT SCOPE STATEMENT	5
WORK BREAKDOWN STRUCTURE	8
SCOPE VERIFICATION	10
SCOPE CONTROL	11
SPONSOR ACCEPTANCE	12

INTRODUCTION

The success of any project depends on the effective management of its scope. The Tracking Activity Project Management team recognizes the significance of a comprehensive scope management plan in ensuring the project's success. Taking inspiration from the best practices and cutting-edge tools used in the Dispatch Directory System project, the team has created a Scope Management Plan that outlines the procedures and strategies that will be employed to define, document, and control the project's scope. By leveraging agile methodologies and real-time collaboration tools, the team aims to deliver a top-notch tracking activity management system that meets the needs and expectations of all stakeholders involved. This document serves as a guide for the team to execute the project successfully while maintaining the project's scope within the predefined limits.

Scope Definition: To define the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Requirements gathering: A range of methods will be utilized to collect and document the requirements of the system. These will include interviewing stakeholders, organizing focus groups, and using online surveys.
2. User stories: The team will develop user stories that outline the system's required functionality from an end-user perspective. The stories will be prioritized according to their business value and will guide the project's development process.
3. Scope statement: The scope statement will be developed based on the user stories and requirements gathered. It will provide a high-level overview of the project scope, outlining the deliverables, exclusions, and constraints.
4. Scope baseline: The scope baseline will be developed by incorporating the scope statement and user stories into the project management plan. It will be regularly updated to reflect any changes in scope that may arise during the project's progress.

Scope Documentation: To document the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Requirements documentation: The requirements for the system will be documented in a requirements specification document that outlines the system's functional and non-functional requirements.
2. Project management plan: The project management plan will include details about the scope of the project, including the scope statement and the scope baseline. The plan will also cover any other relevant information about the project scope, such as deliverables, exclusions, and constraints.
3. Change log: A change log will be maintained to keep track of all changes made to the scope of the project. This log will document the details of the change, its impact on the project, and the required approvals. The change log will be regularly updated to ensure that all changes are captured and appropriately managed.

Scope Control: To manage the scope of the Tracking Activity Project Management, the team will undertake the following activities:

1. Scope verification: Agile testing techniques will be employed by the project team to verify that the project deliverables meet the requirements and are consistent with the scope statement.
2. Scope change control: Any changes to the project scope will be handled through a formal change control process that includes an assessment of the impact on the project schedule, budget, and quality. This process will ensure that all scope changes are appropriately evaluated and managed.
3. Scope change review: Each scope change request will undergo a scope change review to ensure that the proposed change is necessary, feasible, and aligned with the project objectives. This review will involve an evaluation of the change's impact on the project, as well as an assessment of any potential risks and benefits.

SCOPE MANAGEMENT APPROACH

1. Authority and responsibility for scope management will be held by Noreen Keziah S. Sioco, the project manager of group Abyss. She will closely collaborate with the project sponsor, Mr. Jayvee Cabardo, and other key stakeholders to establish and manage the project's scope.
2. The scope of the project will be defined by creating a Scope Statement, Work Breakdown Structure (WBS), WBS Dictionary, and a detailed Statement of Work (SOW). These documents will comprehensively describe the project deliverables, tasks, and requirements, and will be reviewed and endorsed by the project sponsor and other stakeholders before the project work commences.
3. The scope of the project will be measured and verified by using quality checklists, work performance measurements, and regular reviews of the project's progress against the scope baseline. Any deviations from the scope baseline will be identified and addressed through the scope change process.
4. The scope change process for the Tracking Activity Project Management will require the submission of a scope change request by Mr. Jayvee Cabardo, with final approval granted by the project sponsor. Any changes to the project's scope will be evaluated carefully to ensure that they align with the project's objectives and do not have a negative impact on the project schedule or budget.
5. The project's final deliverables will be accepted and approved by the project sponsor and other key stakeholders, with Mr. Jayvee Cabardo being responsible for verifying that all project requirements have been satisfied. Successful completion of the project will be confirmed once all deliverables have been accepted, and any unresolved issues have been resolved.

ROLES AND RESPONSIBILITIES

The following roles and responsibilities have been assigned to the team in relation to scope management:

1. **Project Manager:** Is responsible for defining and documenting the scope of the project, as well as controlling and approving scope changes.
2. **Product owner:** The product owner is responsible for representing the needs and priorities of the stakeholders, and for ensuring that the project delivers value to the business.
3. **Project team:** The project team, consisting of developers, designers, testers, and other relevant personnel, is responsible for verifying the scope of the project, and for raising change requests if necessary.
4. **Stakeholders:** Stakeholders, including customers, end-users, and other interested parties, are responsible for providing input on the requirements and scope of the project, and for approving scope changes as needed.

SCOPE DEFINITION

The scope of this project aims to address the issues faced by Mr. Jayvee Cabardo in using multiple tracking systems and checking various projects simultaneously. The project will focus on developing a system that enables Mr. Cabardo and other stakeholders, such as students, teachers, and consultants/advisors, to create and manage multiple student group projects simultaneously. The system will be implemented at Asia Pacific College (APC) and will ensure that projects are completed on time.

PROJECT SCOPE STATEMENT

The project scope statement for the Tracking Activity project Management project will detail the project's deliverables and the work necessary to create these deliverables.

Product Scope Description:

The Tracking Activity Project Management System will be a comprehensive online tool that enables project managers to plan and track project activities, including task assignments, timelines, and resource allocation. It will also provide a centralized repository for project documentation and communication, including status reports, change requests, and issue logs. Additionally, the system will include robust reporting capabilities to facilitate progress monitoring and analysis of project performance.

The system will have tools for managing tasks and a calendar feature, along with reporting and analysis capabilities to enable managers to monitor both their own and their team's performance.

Product Acceptance Criteria:

The Tracking Activity Project Management System will be considered complete and accepted by the customer when it meets the following criteria:

1. All features and functionalities specified in the product scope description have been developed and tested using the test cases created by the Quality Assurance team.
2. The system has been successfully deployed within the Asia Pacific College (APC) environment.
3. The system has received positive feedback from users during the User Acceptance Testing (UAT) phase.
4. The system has been thoroughly documented and user manuals have been created to provide clear instructions for system use and maintenance.

Project Deliverables:

The following deliverables will be provided upon successful completion of the project:

1. Tracking Activity Project Management System with all features and functionalities specified in the Project Scope Description.
2. User manuals and training materials to guide the users of the system in its operation.
3. Technical documentation to facilitate maintenance and future upgrades of the system.
4. Any additional deliverables specified in the Project Scope Description and agreed upon by the Project Sponsor.

Project Exclusions:

The following work is explicitly excluded from the scope of this project and will not be included:

1. Integration of any other system or software not explicitly mentioned in the project scope statement.
2. Customization or alteration of the system beyond the scope specified in the project scope statement.

Project Constraints:

The successful completion of the project will be affected by the following constraints:

1. A restricted budget that may limit the project's scope and scale.
2. Limited availability of resources, including a limited workforce, which may affect the project's timelines and the ability to deliver specific features.

Project Assumptions:

The following assumptions have been made regarding the Tracking Activity Project Management System:

1. The system will be implemented within the Asia Pacific College (APC) environment and will be accessible to authorized users within the network.
2. The developers who will work on this project are equipped with the necessary tools and resources to carry out the project's tasks.
3. APC has the necessary infrastructure and resources to support the project development, implementation, and maintenance of the system.
4. Indirect costs such as utilities and office space are covered in the contract between APC and the client and will not be taken out of the project budget.
5. All relevant data can be extracted from the previous tracking systems and transitioned to the new project management system.
6. The project has the full support of the project sponsor, stakeholders, and all departments involved, ensuring that necessary approvals and permissions for the project will be obtained in a timely manner.
7. The project timeline and budget are fixed and will remain unchanged throughout the duration of the project.
8. Users will have the necessary skills and knowledge to adapt to the new system effectively, and any required training and transition phase will be provided by the project team.

WORK BREAKDOWN STRUCTURE

The Work Breakdown Structure (WBS) is a tool that will be used to divide the project into smaller, more manageable components. This hierarchical representation of the project scope will start with a high-level view of the project and progressively move down to a more detailed view. A companion document to the WBS, known as the WBS Dictionary, will provide detailed information about each component, including deliverables, scope of work, responsibilities, and other relevant information.

By using the WBS and WBS Dictionary, the project team will be able to assign responsibilities for each component of the project, track progress, and ensure that all aspects of the project are accounted for. The WBS and WBS Dictionary will also help to identify and resolve issues and keep the project on track and within scope. The project team recognizes that the WBS and WBS Dictionary are essential tools for managing the project scope and ensuring the project's success.

TASKS:

1.0 Digital Marketing Campaign

1.1 Project Initiation

- 1.1.1 Develop campaign goals and objectives.
- 1.1.2 Identify target audience.
- 1.1.3 Define campaign scope.

1.2 Campaign Planning

- 1.2.1 Develop campaign timeline.
- 1.2.2 Determine budget and resources.
- 1.2.3 Create content and messaging strategy.

1.3 Campaign Execution

- 1.3.1 Create and distribute content.
- 1.3.2 Launch campaign and monitor progress.

1.4 Campaign Monitoring and Control

- 1.4.1 Track campaign metrics
- 1.4.2 Adjust campaign strategy as needed.

1.5 Campaign Evaluation and Closeout

- 1.5.1 Evaluate campaign performance.
- 1.5.2 Create final report and recommendations.

2.0 Website Development

2.1 Requirements Gathering

- 2.1.1 Conduct stakeholder interviews
- 2.1.2 Create website requirements document.

2.2 Website Design

2.2.1 Develop website layout and design.

2.2.2 Create user experience design.

2.3 Development

2.3.1 Write code for website functionality.

2.3.2 Test website functionality

2.4 Deployment

2.4.1 Launch website on server

2.4.2 Conduct user acceptance testing

2.5 Maintenance and Support

2.5.1 Provide ongoing website support and updates.

2.5.2 Address website issues and bugs

3.0 Staff Training

3.1 Create Training Materials

3.1.1 Develop training manuals and guides.

3.1.2 Conduct training sessions and workshops

SCOPE VERIFICATION

To ensure that the deliverables of the Tracking Activity Project Management System project align with the original project scope, the project team will employ various methods for scope verification. These methods will involve:

- **Quality checklists:**

A list of specific requirements for each deliverable to be accepted. The project team will use these checklists to ensure that all deliverables meet the necessary criteria before proceeding.

- **Work performance measurements:**

The project team will monitor and measure the progress of each deliverable during development. This will enable them to identify and resolve any potential issues or deviations from the original scope in a timely manner.

- **Scope baseline:**

The project team will maintain a scope baseline, which is a snapshot of the original project scope. Any modifications to the scope must be documented and approved before they can be implemented. The scope baseline will be utilized to confirm that the final deliverables align with the original scope.

- **Formal acceptance:**

The project sponsor, customer, and other stakeholders will formally accept each deliverable upon completion. This ensures that the project team meets the expectations of all relevant parties — allowing for any necessary feedback or changes to be made promptly.

Overall, constant communication and collaboration with the customer and other stakeholders is essential throughout the project to ensure that the deliverables align with the original scope and are accepted formally.

SCOPE CONTROL

The scope control process for the Tracking Activity Project Management System project will involve regular reviews of the project's deliverables and progress to ensure that they align with the original project scope as defined in the Project Scope Statement. Any deviations from the scope will be evaluated and, if necessary, changes to the scope will be documented and approved through the established scope change process. The Project Manager will be responsible for monitoring and controlling the project's scope, with assistance from the project team and stakeholders. Periodic reviews of the project's scope will be conducted to ensure that the project remains on track and within the defined boundaries. The project manager will also be responsible for ensuring that any scope changes are properly documented and that all impacted parties are notified of any changes.

The scope control process for the Tracking Activity Project Management System project will involve the following steps for making changes to the scope baseline:

1. A scope change request will be initiated by any stakeholder or team member who identifies a need for a change to the scope.
2. The scope change request will be reviewed by the Project manager and the Project Sponsor to assess the impact of the change on the project schedule, budget, and resources.
3. If the change is deemed low impact, the Project Manager can approve or deny the request. If the change is deemed high impact, the Project manager can approve or deny the request. Any low impact change request approved or denied by the Project Manager can be reviewed and overruled by the Project Sponsor.
4. If the request is approved, the Project Manager will create an action plan to proceed with the change, update the scope baseline, and notify all relevant stakeholders of the change.
5. If the request is rejected, the project team will continue with the original scope.
6. It is important to have a formalized process for making changes to the scope baseline to ensure that the Tracking Activity Project Management System project stays on track and within budget. Any changes to the scope should be carefully assessed and approved to avoid scope creeps and keep the project on track.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Mr. Jayvee M. Cabardo
Project Development Office Director

Date: _____