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| HIGH VOLTAGE |
| Scope Management Plan |
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| Project Management Office (PMO)  1-8-2024 |

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# **Introduction**

## **Purpose**

The purpose of this Scope Management Plan is to define and document the scope of the project for the development of an internal dashboard aimed at providing data analytics for an electric utility company. This plan outlines the processes and procedures for defining, verifying, controlling, and managing changes to the project scope.

## **Project Overview**

## **Project Name**

High Voltage Internal Dashboard

## **Project Objectives**

* Develop an internal dashboard to aggregate and analyze data for the electric utility company.
* Improve decision-making processes through data-driven insights.
* Enhance monitoring and reporting capabilities for key performance indicators (KPIs).

# **Scope Definition**

## **Inclusions**

The project scope includes:

* Design and development of the data analytics dashboard.
* Integration with existing internal databases, systems, and external APIs.
* Implementation of user authentication and authorization features.
* Real-time data display and visualization.
* Data analysis tools, including filtering, sorting, and predictive analytics.
* Alerts and notification system for critical events.
* Custom report generation and export options.
* User collaboration features such as comments and collaborative workspaces.

## **Exclusions**

The project scope excludes:

* Development of external-facing dashboards or interfaces.
* Implementation of hardware infrastructure.
* Integration with non-approved third-party applications.

# **Scope Verification**

## **Verification Process**

Scope verification will be conducted through:

* Regular meetings with stakeholders to review project deliverables against defined requirements.
* Demonstrations of completed project milestones to ensure alignment with stakeholder expectations.

## **Acceptance Criteria**

Acceptance criteria will be established for each project deliverable to ensure that it meets the specified requirements. Criteria will include functionality, performance, and usability standards.

# **Scope Control**

## **Change Control Process**

Any proposed changes to the project scope must follow the change control process outlined in the Requirements Management Plan. This process includes the submission of a Change Request Form, impact analysis, stakeholder review, and approval by the Change Control Board.

## **Change Request Form**

The Change Request Form will include details such as:

* Description of the change
* Reason for the change
* Impact on project schedule, budget, and resources
* Stakeholder approvals

# **Scope Management Team**

## **Project Manager**

The Project Manager is responsible for overall scope management, including scope definition, verification, and control.

## **Change Control Board**

The CCB will consist of key stakeholders, including the Project Sponsor, Business Analyst, and IT Lead. The CCB will review and approve/reject change requests based on their impact on project objectives.

# **Communication Plan**

A communication plan will be established to ensure that all stakeholders are informed of changes to the project scope. Regular updates will be provided through project status reports, meetings, and other communication channels.

# **Conclusion**

This Scope Management Plan outlines the processes and procedures for defining, verifying, controlling, and managing changes to the project scope. Adherence to this plan will contribute to the successful completion of the Electric Utility Data Analytics Dashboard project.

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**Date:** January 8, 2024