# **Team Orbit**

# **MedMate Project: Scope Management Plan**

**Project Overview:**

The purpose of the MedMate project is to provide a digital solution for prescription and medicine management, addressing issues like lost paper prescriptions, missed doses, and fragmented health records. The project will deliver a secure, user-friendly web application with features for prescription tracking, automated reminders, and family-based care coordination. The platform will be developed using the MERN stack.

**Scope Management Approach:**

* **How will scope be defined?** The project scope is defined by the **Project Charter** and the **Project Plan**. All included and excluded features, as well as the high-level requirements, are documented in these key documents. Requirements will be gathered from stakeholders and documented to create a detailed scope statement.
* **How will scope be verified?** Scope verification will occur through **review sessions at each project milestone** as outlined in the Project Plan. The development team will demonstrate completed features to the project sponsor and key stakeholders to gather feedback and confirm that the deliverables meet the defined requirements.
* **How will scope be controlled and changes managed?** Scope changes will be managed through a formal **Change Control Process** as described in the Project Plan. All change requests must be submitted, reviewed, and approved by the Change Control Board (CCB).

**Roles and Responsibilities:**

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| **Role** | **Responsibilities** |
| Project Manager (Muhammad Hasan Khan) | Defines and documents the scope, reviews and approves change requests, and ensures all team members adhere to the scope management process. |
| UI/UX Designer (Rayyan Ibrahim) | Contributes to the visual scope of the user interface. |
| Lead Developer (Muhammad Mujtaba) | Analyzes the technical feasibility of proposed scope changes in web applications and documents their impact on frontend, backend, database, and deployment processes. |
| QA Tester (Husain Ahmad Khan) | Verifies that completed deliverables meet the defined scope and quality standards. |
| Deployment (Muhammad Hamza Abbas) | Manages the implementation and handover of approved changes, ensuring traceability and documentation in the Change Log. |
| Change Control Board (CCB) | Reviews and makes final decisions on all proposed scope changes. |

**Scope Definition Process:**

The scope has been initially defined in the Project Charter and Project Plan. The ongoing process involves:

1. **Requirement Gathering:** The development team will gather and refine requirements from the project sponsor and end-users.
2. **Scope Documentation:** All new or changed requirements will be formally documented, detailing their features and functionalities.
3. **WBS Development:** A detailed Work Breakdown Structure (WBS) will be created from the defined scope to break down project deliverables into manageable work packages.

**Work Breakdown Structure (WBS) Development:**

The team will use a **top-down approach** to develop the WBS, starting with the major project deliverables (e.g., Frontend Development, Backend Development, etc.) and progressively breaking them down into smaller, more granular tasks as shown in the Project Plan.

**Scope Verification Process:**

Completed deliverables will be verified against the following criteria:

* **Functionality:** Does the deliverable perform as per the documented functional requirements (e.g., secure account management, prescription upload)?
* **Technical Feasibility:** Does the deliverable adhere to the specified technology stack and constraints?
* **Stakeholder Acceptance:** Is the deliverable approved by key stakeholders during milestone review sessions?

**Scope Change Control Process:**

The process for managing and controlling scope changes is as follows:

1. **Change Request Submission:** Any team member or stakeholder can submit a formal Change Request (CR) through a standardized form, detailing the proposed change, the reason for the change, and the expected impact.
2. **Initial Review:** The Project Manager reviews the request for clarity and relevance.
3. **Impact Analysis:** The Lead Developer and UI/UX Designer will analyze the impact on the project's **cost, timeline, technical feasibility, and resources.**
4. **Approval/Rejection:** The Change Control Board (CCB), which includes the Project Manager and key team leads, will decide to approve, reject, or defer the change.
5. **Implementation & Documentation:** Approved changes will be implemented and tracked in a **Change Log** to ensure traceability.

**Tools and Techniques:**

* **Project Documents:** The **Project Charter** and **Project Plan** serve as key reference documents for defining and controlling scope.
* **Templates:** The Scope Management Plan template itself is a tool for structuring this document.
* **Communication Tools:** **Slack** will be used for daily communication to address any scope-related questions or issues.
* **Review Meetings:** **Weekly sync meetings** and **milestone review sessions** will be used to discuss progress and verify completed deliverables.

**Scope Management Metrics:**

The following KPIs(Key Performance Indicators) will be used to monitor scope performance:

* **Number of Change Requests:** Tracking the volume of change requests can indicate the stability of the project scope.
* **Variance from Original Scope:** Regular checks to ensure the project remains aligned with the initial scope statement.
* **Deliverable Completion Rate:** Monitoring the timely completion of WBS tasks and milestones.