

**Date: 04/08/ 2025**

**Lab Practical #07:**

Develop a scope validation checklist and ensure that project scope is properly defined and controlled.

**Practical Assignment #07:**

- Develop a scope validation checklist.
- Use change control procedures to manage scope changes.
- Monitor scope creep and report on scope performance.
- Use Google Sheets for checklists and monitoring.

**Description:**

**1. Scope Validation Checklist**

Task	Validation Criteria	Validated By	Status	Comments
Review project objectives	Ensure it aligns with parcel tracking, booking, delivery system	Project Manager	Complete	Initial goals confirmed
Confirm deliverables	Functional modules: Booking, Tracking, Admin Panel, Notifications	QA Lead	Incomplete	Admin Panel testing pending
Check stakeholder requirements	Match with logistics provider & user expectations	Business Analyst	Complete	All use cases covered
Validate acceptance criteria	Functional & Non-functional (performance, reliability)	Client/Customer	Complete	Meets basic acceptance tests
Final product approval	Client review and UAT signoff	Client/Customer	Incomplete	Pending final demo
Ensure regulatory compliance	GDPR, local delivery laws	Compliance Officer	Complete	Compliant with data handling
Verify quality standards	Response time < 3s, 99.9% uptime	QA Lead	Incomplete	Load testing scheduled

Date: 04/08/ 2025

## 2. Change Control Procedures for Managing Scope Changes

Change Request ID	Requested By	Description of Change	Impact on Scope	Timeline Impact	Budget Impact	Status	Reason	Date
CR-001	Logistics Team	Add QR scanning for packages	High	+3 Days	+₹3,000	Approved	Faster delivery check-ins	30/07/2025
CR-002	Marketing	Add SMS notification module	Medium	+2 Days	+₹2,500	Approved	Customer engagement	01/08/2025
CR-003	Admin	Role-based access control	Low	None	None	Rejected	Not priority for MVP	02/08/2025

## 3. Monitor Scope Creep

Feature/Task	Original Scope	Added Elements	Reason for Additions	Approval Status	Impact	Mitigation Plan
Booking Module	Manual entry	Auto-address suggestion	Stakeholder request	Approved	Medium	Limit to valid PIN codes
Tracking System	Location updates every 12 hrs	Real-time tracking	Customer demand	Not Approved	High	Delay for v2, cost review
Admin Dashboard	Basic stats	Downloadable reports	Internal request	Approved	Low	Integrate into phase 1.5

**Date: 04/08/ 2025**

**4. Monitor Scope Performance**

<b>Deliverable</b>	<b>Planned Completion</b>	<b>Actual Completion</b>	<b>Variance (Days)</b>	<b>Comments</b>
UI/UX Design	28/07/2025	30/07/2025	+2	Minor revisions added
Backend API	01/08/2025	01/08/2025	0	On-time
Courier Tracking Module	05/08/2025	Pending		Under development
Admin Panel	07/08/2025	Pending		Depends on access control changes