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

4. Monitor Scope Performance

Deliverable	Planned Completion	Actual Completion	Variance (Days)	Comments
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