**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 |

**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 |