

Scope Management Plan

- **Process for Defining Scope**

The project scope will be progressively elaborated. The initial scope is defined based on the functional requirements gathered during the interview with the project sponsor, Dr. Yasser Abdou (Head Librarian). The project manager and business analyst will document these requirements in the Project Scope Statement. This statement will then be reviewed and approved by Dr. Yasser Abdou to establish the initial baseline.

- **Process for Creating the Work Breakdown Structure (WBS)**

A Work Breakdown Structure (WBS) will be created by decomposing the project deliverables identified in the scope statement into smaller, more manageable components. The project team will conduct this decomposition down to the "work package" level, the lowest level at which cost and duration can be reliably estimated and managed. The WBS will be structured as a deliverable-oriented hierarchy.

- **Process for Validating Scope**

Formal acceptance of completed project deliverables will be obtained from Dr. Yasser Abdou. The Validate Scope process will occur at the end of each major phase or upon completion of a key deliverable. The development team will present the deliverable to the sponsor. Acceptance will be formally documented through a sign-off, confirming the deliverable meets the agreed-upon acceptance criteria.

- **Process for Controlling Scope**

Any request for a change to the project scope baseline must be submitted as a formal Change Request. The request will be analyzed by the project team to assess its impact on project schedule, cost, resources, and risks. The change request and its impact analysis will be presented to the project manager and sponsor. No changes will be implemented without formal approval from both the Project Sponsor and the Project Manager.