

# Scope Management Plan – University Financial Management System (FMS)

## 1. Purpose

This Scope Management Plan defines how the project scope will be **defined, validated, and controlled** for the *University Financial Management System (FMS)*.

It ensures that all work required to complete the project is properly planned, approved, and monitored.

This plan also serves as a guideline for managing changes and preventing *scope creep* throughout the project lifecycle.

## 2. Scope Definition Process

The project scope will be defined using the following process:

1. Conduct requirement-gathering meetings with the **Finance Manager** and **Finance Staff** to identify key system functions.
2. Document all functional and non-functional requirements.
3. Develop a **Project Scope Statement** outlining project boundaries and deliverables.
4. Create a **Work Breakdown Structure (WBS)** that divides the project into manageable components.
5. Obtain formal approval from the **Finance Manager (Project Sponsor)** before proceeding to development.

### 3. Scope Statement Development

The project scope statement will include:

- **Project Objectives:** Automate fee payments, budgeting, expenditure tracking, and reporting.
- **In-Scope Deliverables:**
  - Student Payment & Fee Management module
  - Budget & Expenditure Management module
  - Reporting & Analytics Dashboard
  - Audit & Access Control
  - Integration & Training
- **Out-of-Scope:**
  - Payroll management for employees
  - Mobile app version

The **Project Managers** will draft the statement and submit it to the **Finance Manager** for review and approval.

## 4. Work Breakdown Structure (WBS) Creation

The WBS will be developed by breaking the project into major deliverables (aligned with your increments) and smaller tasks.

Each task will have a unique identifier (e.g., 1.1, 1.2, 2.1).

The **WBS Dictionary** will describe each component's details, owner, and acceptance criteria.

## 5. Scope Validation

Scope validation ensures that all deliverables meet stakeholder expectations and are formally accepted.

Each increment (from Increment 1 to Increment 6) will end with:

- A **demo presentation** for the Finance Department
- **User Acceptance Testing (UAT)** led by the Finance Staff
- A **sign-off** from the Finance Manager confirming that the increment is accepted

## 6. Scope Control

Scope changes will be managed using a structured **Change Control Process**:

1. Submit a **Change Request Form** describing the proposed change.
2. Review the request by the Project Manager.
3. Evaluate the impact on cost, schedule, and deliverables.
4. Approve or reject the change in coordination with the Finance Manager.
5. Update the **Scope Baseline** if changes are approved.

## 7. Roles and Responsibilities

Role	Responsibility
Project Manager	Define and control project scope; manage approvals.
Finance Manager (Sponsor)	Validate and approve final deliverables.
Development Team	Implement tasks within approved scope.
Testing Team	Validate deliverables through test cases and UAT.
Finance Staff	Provide feedback and confirm that requirements are met.

## 9. Approval

Name	Role	Signature	Date
Abdelrahman Alyan	Project Manager		
Mr. Michael Bahgat	Project Sponsor		
Eng. Abdelwahab Salah	Supervisor		

