

# Project Scope Baseline

## 1. Project Scope Statement

### Project Purpose

The University Financial Management System (FMS) aims to digitalize and streamline key financial processes within the university, including student fee payments, budgeting workflows, expenditure tracking, auditing, and reporting. The system will support accuracy, transparency, and faster financial decision-making for the Finance Department.

### Project Objectives

- Automate all fee payment and financial tracking processes.
- Centralize budgeting and expenditure monitoring.
- Provide real-time dashboards and financial analytics for management.
- Ensure secure access control and full auditability of financial actions.
- Deliver a stable, user-friendly platform accessible by authorized staff.

### Project Deliverables (In Scope)

- Student Payment & Fee Management module
- Budget & Expenditure Management module
- Reporting & Analytics Dashboard
- Audit and Access Control Module
- Integration with existing university systems
- Training materials and user documentation

### Out-of-Scope Items

- Payroll system for employees
- A mobile app version of the system
- HR or student information modules (except simple data integration if needed)

### Project Constraints

- Must comply with university financial policies and approval hierarchy.

- Limited access to legacy financial systems.
- Project timeline must align with the academic calendar.

### Project Assumptions

- Finance department will participate actively in requirements definition and UAT.
- IT department will provide necessary access to databases and existing systems.

## 2. Work Breakdown Structure (WBS)

In a separate PDF .

### 3. WBS Dictionary (Summary)

WBS ID	Work Package Name	Description	Owner	Acceptance Criteria
1.1	Project Initiation	Identify and document all requirements and confirm stakeholder needs.	Project Manager	Approved requirements document and meeting summaries.
1.2	System Design	Translate requirements into detailed system specifications and system architecture.	System Analyst	Approved requirements documentation and system design blueprint.
1.3	System Development	Develop all system modules based on approved design and requirements. Includes: • Student fee payment system • Budget planning & expense tracking • Financial reporting dashboards • Access control & logging system • Integration with university databases	Development Team	Completed modules ready for QA testing.

<b>WBS ID</b>	<b>Work Package Name</b>	<b>Description</b>	<b>Owner</b>	<b>Acceptance Criteria</b>
<b>1.4</b>	Testing	Verify all system modules meet requirements and function correctly. Conduct system testing + UAT.	QA Team & Finance Staff	Signed UAT approval from Finance Manager.
<b>1.5</b>	Deployment	Install the system in the live environment and migrate financial data.	Deployment Engineer	Stable live system functioning without critical issues.
<b>1.6</b>	Training & Documentation	Train all end-users and prepare user manuals and system documentation.	Training Team	Completed training logs + distributed user manuals.
<b>1.7</b>	Project Closure	Conduct project review, evaluate outcomes, archive documentation, and formally close the project.	Project Manager	Signed closure report and sponsor approval.