**Scope Management Plan**

**BARANGAY SOUTH SIGNAL VILLAGE WEB-APP**

**BARANGAY SOUTH SIGNAL VILLAGE**

**128 Col. Ballecer St Cor. Gen. Espino St. Zone 6**

**South Signal Village, Taguig City**

**May 1, 2023**

**Table of Contents**

[Introduction 3](#_Toc133947039)

[Scope Management Approach 4](#_Toc133947040)

[Roles and Responsibilities 5](#_Toc133947041)

[Scope Definition 6](#_Toc133947042)

[Project Scope Statement 7](#_Toc133947043)

[A. Product Scope Description 7](#_Toc133947044)

[B. Product Acceptance Criteria 7](#_Toc133947045)

[C. Project Deliverables 8](#_Toc133947046)

[D. Project Exclusions 8](#_Toc133947047)

[E. Project Constraints 9](#_Toc133947048)

[F. Project Assumptions 9](#_Toc133947049)

[Work Breakdown Structure 9](#_Toc133947050)

[Scope Verification 13](#_Toc133947051)

[Scope Control 14](#_Toc133947052)

[Sponsor Acceptance 14](#_Toc133947053)

# Introduction

The scope of a project defines what work the team will do, and what deliverables they will produce. It is essential to manage a project's scope carefully to ensure it remains on track and within budget. This Scope Management Plan outlines the processes and procedures used to define, document, verify, and control the team's project scope.

The team follows a five-step process for Project Scope Management.

1. **Collect Requirements**

Schedule one-on-one or group meetings with stakeholders to discuss their needs, wants, and expectations for the project. Use open-ended questions to encourage stakeholders to share as much detail as possible about their requirements. Take notes and document their responses.

1. **Define Scope**

Review all project documentation, including contracts, agreements, and statements of work, to ensure that they align with the project's goals, objectives, and constraints. Use this information to help define the project's scope.

1. **Create WBS**

Involve the project team in its creation to ensure it is comprehensive and accurate. Use brainstorming sessions to gather input from team members and identify all the work packages required to complete the project.

1. **Verify Scope**

Perform a walkthrough of the project deliverables with stakeholders to ensure that they meet their needs and expectations. Allow stakeholders to provide feedback and make suggestions for improvement.

1. **Control Scope**

Update the project scope statement as needed to reflect any changes in the project's goals, objectives, or constraints. Communicate any changes to stakeholders to ensure that they are aware of the project's scope.

# Scope Management Approach

The scope of the Barangay South Signal Village Web App is defined in Scope Definition, Project Scope Statement, Work Breakdown Structure (WBS) and WBS dictionary. The primary objective of the project is to develop a web application for the Barangay South Signal Village community. The web app will provide a platform for residents to access essential information, services, and resources provided by the barangay. The scope of the project includes the planning of the web app's functionalities, analyzing and designing the web app, developing the web app's functionalities, testing the web app for functionality, usability, and performance, and providing user manuals, training, and support.

**Scope Change Management:**

To manage any changes to the project scope, the project team will follow the following procedures:

1. All project scope changes will be documented and communicated to all relevant stakeholders. This ensures that all project participants are informed of any changes and understand how they may affect the project.
2. The project team will examine the scope change's impact on the project's timeframe, budget, and resources. This study will help establish whether the change is possible and what changes to the project plan may be required.
3. The project sponsor or steering committee will approve or reject changes to the project scope. This ensures that any adjustments are consistent with the overall project goals and priorities, and that all stakeholders support the proposed changes.
4. If the change is approved, the project team will make the necessary changes to the scope, timeline, budget, and resources. This will aid in keeping the project on schedule and ensuring that all modifications are correctly accounted for in the project plan.

By adhering to these rules, the project team will be able to efficiently manage any modifications to the project scope and ensure that the project is finished on time, on budget, and to the satisfaction of all stakeholders.

# Roles and Responsibilities

The following roles and responsibilities have been assigned in relation to scope management:

1. **Project Manager**

The Project Manager is responsible for managing the project's scope and ensuring that it remains within the defined boundaries. This includes identifying and managing any changes to the scope, communicating scope changes to the team and stakeholders, and ensuring that the project's deliverables align with the scope. The Project Manager is also responsible for ensuring that the project is completed on time and meets the specified quality standards.

1. **Product Owner**

The Product Owner is responsible for defining and prioritizing the project requirements and ensuring that the final product meets the needs of the stakeholders. They work closely with the Project Manager and Scrum Team to ensure that the project deliverables align with the scope.

1. **Scrum Master**

The Scrum Master is responsible for facilitating the agile development process and ensuring that the team is following the Scrum framework. They work closely with the Project Manager and Product Owner to ensure that the project is progressing according to the defined scope. The Scrum Master is also responsible for identifying and managing any scope-related risks or issues.

1. **Scrum Team**

The Scrum Team is responsible for developing the project deliverables and working together with the rest of the team to ensure the success of the project. This includes understanding and adhering to the project's scope, identifying any scope-related risks or issues, and communicating these to the Project Manager and Scrum Master.

1. **Documentation Manager**

The Documentation Manager is responsible for managing the project documentation and ensuring that it is complete and accurate. They work closely with the Project Manager and team to ensure that all project documentation aligns with the scope.

1. **Stakeholder/Project Sponsor**

The stakeholder/Project Sponsor is responsible for providing input on the project's scope, including requirements and expectations. They are also responsible for accepting the project deliverables as defined by the project's scope. It is important for the Project Manager to communicate regularly with stakeholders to ensure that the project remains aligned with their needs and expectations.

1. **Project Adviser**

The Project Adviser is responsible for providing guidance and support to the Project Manager and team. They should ensure that the project aligns with the overall goals and objectives of the organization and provide advice on best practices for managing project scope.

# Scope Definition

The Barangay South Signal Village Web Application Online Service is a comprehensive digital platform designed to provide essential information and services for residents of South Signal Village Barangay. The project scope involves developing a user-friendly dashboard for barangay announcements, news, and updates, a repository for essential documents such as resolutions, ordinances, and certificates, and various online services like barangay clearance, ID issuance, and permit processing. Additionally, a reporting module will allow residents to communicate concerns and complaints to barangay officials. The platform will ensure user data security and privacy through a secure account creation and management system requiring identity verification through government-issued IDs and robust security measures. Overall, this initiative aims to enhance the efficiency and effectiveness of community engagement and service delivery in the barangay.

# Project Scope Statement

The project scope statement for the Barangay South Signal Village Web App will detail the project’s deliverables and the work necessary to create these deliverables.

## Product Scope Description

The Barangay South Signal Village Web App is a centralized and live web application for the residents of the Barangay South Signal Village that provides information about the barangay and caters to online services such as requesting documents online and submitting concerns to the barangay officials.

On the barangay web app homepage, users (resident or non-residents of the barangay) can visit barangay information such as the announcements on the Homepage, barangay information on the About Us page, safety guidelines and map book of the barangay in the Safety Section page, list of contact information in Contact page, and the guidelines for requesting documents in Requirements Guidelines page.

The barangay residents can register in the web application wherein they will have their resident dashboard that will utilize the functions of the web app, such as requesting documents online, submitting concerns, tracking their requests, and viewing the transaction history.

On the client side, the web app will implement different roles, namely as the Barangay Secretary, Web-App administrator, and the Barangay Captain, wherein they will have their dashboard with different tasks and functions such as processing the online requests and concerns of the residents, manage the barangay employee accounts and resident's account in the web application, generating reports, and managing web applications.

## Product Acceptance Criteria

The Barangay South Signal Village Web App will be deemed successful once the following criteria are met:

* 1. All features, modules, and functionalities outlined in the project scope statement have been developed and tested using the team's and the client's representative's approved test cases.
  2. The web app must be user-friendly and easy to navigate, with a clear and intuitive user interface (UI) and user experience (UX) design.
  3. The web app must be secure and protected from unauthorized access or data breaches.
  4. The web app has been successfully deployed by the barangay.
  5. The team has created all necessary project deliverables, including the user manual for the barangay.

## Project Deliverables

The following list of deliverables will be provided upon successful completion of the project:

* Fully functional web-application and the source code.
* Recommendation lists for hardware and software that will be used.
* Project documentation for the web-application solution:
* User’s Manual
* Business Case
* Stakeholders Management Strategy Plan
* Scope Management Plan
* Cost Management Plan
* Time Management Plan
* Human Resource Management Plan
* Communication Management Plan
* Procurement Management Plan
* Project Status Reports Distribution plan
* Change Request Documentation
* Project Execution Monitoring Report
* Implementation Plan
* Change Management Plan
* Project Status Reports
* Transition-Out Plan
* Project Turn-Over Plan
* Post Project Review Plan

## Project Exclusions

The following work is outside the scope of this project and will not be included:

* + Online Payment for requesting barangay documents.
  + Integration of other systems or software that are not specifically mentioned in the project scope statement.
  + Full deployment process of this project.

## Project Constraints

The following constraints pertain to the Barangay South Signal Village Web Application

* + Limited budget for the project
  + The availability of some hardware and software that will be necessary in this project.
  + Legal requirements and procedures due to being under the Local Government Unit (LGU) must be followed.

## Project Assumptions

The following is a list of assumptions. Upon agreement and signature of this document, all parties acknowledge that these assumptions are true and correct:

* + This project has the full support of the project sponsor, stakeholders, and all departments.
  + The purpose of this project will be communicated throughout the Barangay South Signal Village prior to deployment.
  + The IT personnel will provide additional resources if necessary.

# Work Breakdown Structure

In this WBS, the project is divided into five main sections: Project Planning, Analysis and Design, System Development, Implementation, and Closeout. Each section is then further broken down into more specific tasks and subtasks. The WBS helps to provide a clear and organized view of the project scope and can aid in managing the project's progress and ensuring that all aspects are accounted for.

* 1. **PLANNING**
     1. Project Preparation
        1. Creation of Project Groups
        2. Choose Project/Client
        3. Choose Adviser/Consultant
        4. Design Thinking 1
     2. MNTSDEV Team consultation
        1. Team meeting with Project adviser
        2. Team meeting with Project Sponsor
     3. MNTSDEV Creation of Midterm Paper
        1. Chapter 1 (Introduction)
        2. Chapter 2 (RRL/RRS)
        3. Chapter 3 (Methodology)
        4. Chapter 4 (Results and Discussions)
        5. Chapter 5 (Conclusion)
        6. Proofreading
        7. Creation of presentation deck
     4. MNTSDEV Midterm Evaluation
        1. Midterm (Sprint1)
        2. Comment Matrix
     5. Initial Design
        1. Initial wireframe
        2. Initial low-fidelity prototype
     6. MNTSDEV Progression of Paper/Final Paper
        1. Chapter 1 (Introduction)
        2. Chapter 2 (RRL/RRS)
        3. Chapter 3 (Current System)
        4. Chapter 4 (Proposed System)
        5. Chapter 5 (Requirement Analysis)
        6. Chapter 6 (Conclusion)
        7. Proofreading
        8. Creation of presentation deck
        9. Submission of final Requirements for Final Presentation
     7. MNSTDEV Finals Evaluation
        1. Final Presentation (Sprint 2)
        2. Revision for Comment Matrix and Final Paper
        3. Submission of MNSTDEV FINAL Documents
  2. **ANALYSIS AND DESIGN**
     1. MSYADD Project Progression
        1. Initial analysis for Chapter 5 (Requirement Analysis)
        2. Submission of MNSTDEV final documents
        3. Implementation of GitHub Repository
        4. Request letter for Adviser/Consultant
     2. MSYADD Team consultation
        1. Team meeting with Project adviser
        2. Team meeting with Project Sponsor
     3. MSYADD Individual Deliverables
     4. MSYADD Release Plan
        1. Release Plan 1.1
        2. Release Plan 1.2
     5. MSYADD Week 3 - Week 4
        1. Event Table
        2. Use Case Diagram
        3. Use Case Full Description
        4. Data Flow Diagram
        5. Context Flow Diagram
        6. Entity Relationship Diagram
     6. MSYADD Week 5 - Week 7
        1. Activity Diagram
        2. Object Diagram
        3. Class Diagram
     7. MSYADD Midterm Evaluation
        1. Pre-midterm Presentation (Sprint 3)
        2. Midterm Presentation (Sprint 4)
        3. Revision Midterm
     8. MSYADD Week 8 - Week 9
        1. Sequence Diagram
        2. State Machine Diagram
        3. Package Diagram
        4. Deployment Diagram
        5. Component Diagram
     9. MSYADD Final Evaluation
        1. MSYADD Pre-final Presentation (Sprint 5)
           1. MSYADD Final Presentation (Sprint 6)
        2. Revision for Final Paper
        3. Submission of Final Requirements
  3. **DEVELOPMENT** 
     1. MCSPROJ Project Progression
        1. Submission of MSYADD Final Documents
        2. Request letter for Adviser/Consultant
     2. MCSPROJ Release Plan
        1. Finalizing Release 1
        2. Release Plan 2
        3. Release Plan 3
     3. MCSPROJ Midterm Deliverables
        1. Creation of Gantt Chart
        2. Creation of WBS
        3. Creation of Activity List
        4. Creation of Project Vision and Scope Progression
        5. Creation of Statement of Work Progression
        6. Creation of Project Charter Progression
        7. Pre-midterm Presentation (Sprint 7)
     4. MCSPROJ Team consultation
        1. Team meeting with Project adviser
        2. Team meeting with Project Sponsor
     5. MCSPROJ Midterm Evaluation
        1. Submission of Midterm Requirement
        2. MCSPROJ Final Presentation (Sprint 8)
     6. MCSPROJ Finals Deliverables
        1. Creation of Test Case
        2. Creation of Quality Plan
        3. Creation of User Acceptance
        4. Creation of Change Management Plan
        5. Updating MCSPROJ Final Paper
        6. Creation of Proofreading Endorsement
     7. MCSPROJ Finals Evaluation
        1. Submission of MCSPROJ Final Requirements
        2. MCSPROJ Final Presentation (Sprint 9)
  4. **IMPLEMENTATION**
     1. PROJMAN Project Progression
        1. Submission of MCSPROJ Final Documents
        2. Request Letter for Adviser/Consultant
     2. PROJMAN Week 1-3
        1. Creation of Project Charter
        2. Creation of Business Case
        3. Creation of Stakeholders Management Strategy Plan
     3. PROJMAN Week 4-6
        1. Creation of Scope Management Plan
        2. Creation of Cost Management Plan
        3. Creation of Time Management Plan
        4. Creation of Work Breakdown Structure
        5. Creation of Work Packages based on WBS.
     4. System Updates
        1. Testing 1
     5. PROJMAN Midterm Evaluation
        1. Submission of PROJMAN Midterm Requirements
        2. PROJMAN Midterm presentation (Sprint 10)
     6. PROJMAN Week 8-10
        1. Creation of HR Management Plan
        2. Creation of Quality Management Plan
        3. Creation of Risk Management Plan
        4. Creation of Communications Management Plan
        5. Creation of Procurement Management Plan
     7. PROJMAN Week 11
        1. Creation of Project Status Reports Distribution Plan
        2. Creation of Change Request Documentation
        3. Creation of Project Execution Monitoring Report
        4. Creation of Implementation Plan
     8. PROJMAN Week 12
        1. Creation of Change Management Plan
        2. Creation of Project Status Reports
        3. Creation of Transition-Out Plan
        4. Creation of Project Turn-Over Plan
        5. Creation of Post Project Review Plan
     9. PROJMAN Week 13
        1. Creation of Consolidated Project Plan
     10. PROJMAN Final Evaluation
         1. Submission of PROJMAN Final Requirements
         2. PROJMAN Final presentation (Sprint 11)
  5. **TESTING**

1.5.1.1 Unit Testing for Release 1

1.5.1.2 Unit Testing for Release 2

1.5.1.3 Unit Testing for Release 3

1.5.1.4 Users Acceptance Test (Test Case)

1.5.1.5 Security Testing

1.5.1.6 Functional Testing

1.5.1.7 Verified use cases with the client (Sprint 12)

* 1. **CLOSEOUT**
     + 1. System and documentation handover
       2. Gain Formal Acceptance
       3. Project close-out meeting.

**Figure 1.1, *Work Breakdown Structure (WBS)***

# Scope Verification

The project team that facilitates the Barangay South Signal Web App project will conduct scope verification with the client and the project adviser every meeting to ensure that the deliverables are in line with the original scope. This will guarantee that the deliverables are accepted by the client and the project advisor and will ensure that the project will be finished on time and within the scope and budget.

# Scope Control

The project team will make sure that every change that happens within the project's scope is effectively communicated with the client and approved. The team will also adhere to proper documentation regarding the change within the scope to ensure that there is transparency between the team and the client.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Hon. Michelle Ann Odevilas

Barangay Captain