

**SCOPE MANAGEMENT PLAN
“Bregghan Point of Sale System”**

**BREGGHAN MINI GROCERY STORE
MT. MAKILING STREET
MAKATI CITY 1200**

**DATE
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INTRODUCTION

The Bregghan Mini Grocery business has adopted a traditional method of keeping records for their daily sales, using a pen and paper. Additionally, the store's current point-of-sale system depends on handwritten receipts and manual calculations to track transactions coming in and going out. The mini-grocery store only replenishes its stocks when they realize that a particular item is running critically low, and they are not efficiently keeping track of both the fast-selling and slow-selling items.

To establish a solid groundwork for achieving the project objectives and the desired outcomes in each sprint, the team made a concerted effort to gather as many client requirements as possible before initiating the project. This was done to gain a deeper understanding of the circumstances surrounding the Bregghan Mini-Market. Additionally, the store currently relies solely on receipt records to track sales and inventory, which places a heavy burden on the employees as they must maintain and refer to these receipts to determine the availability of stock. By integrating a responsive web application for inventory management and point of sale, the team aims to enhance the existing system and improve the store's inventory management and point of sale operations. Consequently, by the end of the project or deployment, the transition to digital sales activities in the mini grocery store should be apparent, facilitating easier use and accurate calculation of purchased items for customers. The project deliverables primarily consist of regularly updated documentation and progress reports, in addition to the final product itself.

SCOPE MANAGEMENT APPROACH

The scope approach of the project team ensures that every deliverable will be given in allotted time to the business owner. The client's criteria, which include a system that allows users to efficiently obtain copies of the goods that are sold, a sales and stock tracer, and other requirements, are the only ones that can be included in the project's management scope.

As for who has the authority and responsibility, the product manager is held accountable for the outcomes as for the scope measure to when we can call it verified for deployment. The project will reach the completion stage once all inquiries of the client are met and all commands that are developed by the project team are implemented from back to front end. The project deliverables are verified or approved by the client and the project manager before final changes.

ROLES AND RESPONSIBILITIES

Project Team	Roles	Responsibilities
Ms. Devilyn Ligligen	Project Stakeholder	Review deliverables provided by the team within specified dates.
Ramon Benedict Elloso	Project Manager	Responsible for overseeing and coordinating all aspects of the project, ensuring its successful planning, execution, and completion.
Carlos Ligligen	Back-end Developer	Develop the back-end architecture and ensure the proper functioning of the server, database, and APIs (Applications Programming Interface).

Andrei Gabriel Palma	Quality Assurance Tester	Identifying and reporting bugs, conducting various testing methodologies, and collaborating with the development team to resolve any issues.
Donne Paolo Tarinay	Front-end Developer	Responsible for creating the user interface and user experience of a website or application.

SCOPE DEFINITION

The scope of the Bregghan Point-of-Sale System involves creating and deploying a robust software solution that optimizes point of sale operations for Bregghan stores. This includes functionality for managing product inventory, processing sales transactions, handling payment, generating receipts, reports, and analytics. Additionally, the scope encompasses the hardware and infrastructure components necessary for the system's successful deployment and operation.

To finalize the scope of the Bregghan POS (Point of Sale) System, the project team utilized meetings, whether in-person or virtual, to ensure clear communication and alignment on the project objectives. These meetings provided an opportunity to discuss and refine instructions, address any questions or concerns, and establish a shared understanding of the desired scope. The project team, comprised of a project manager, front-end and back-end developers, and a quality assurance tester, worked collaboratively to define the specific features, functionalities, and goals that the project system should aim to achieve. Through expertise and contributions, the team ensured that the scope was comprehensive and aligned with the needs and requirements of Bregghan stores.

PROJECT SCOPE STATEMENT

Project Scope Description	<ul style="list-style-type: none">• To develop a responsive web application that digitizes the recording of stocks and sales, automates computation of sold items, and produces reports. By implementing this solution, the staff and manager of Bregghan mini grocery store will be able to monitor stocks and sales in real-time, reducing workload and minimizing human error. This will lead to more efficient inventory management and faster checkouts, resulting in improved customer satisfaction. The system will also provide alerts when stock levels reach a critical point, allowing the store to replenish inventory on time and avoid potential revenue loss due to out-of-stock items. Furthermore, the application's capability to produce detailed sales reports will provide useful insights to the business, allowing for data-driven decision-making to further optimize operations and profitability.
Project Acceptance Criteria	<ul style="list-style-type: none">• Functionality: The POS system should have a comprehensive set of features and capabilities to support various sales transactions, including inventory management, product catalog management, and reporting. It should accurately calculate prices, handle discounts and promotions, manage stock levels, and generate receipts.• Reliability: The POS system should consistently perform its intended functions without errors or disruptions. It should be available for use during store operating hours and should not encounter frequent system crashes or downtime that would impact business operations. The system should be

	<p>designed to handle high transaction volumes without compromising its performance.</p> <ul style="list-style-type: none"> • Usability: The design of the POS system should prioritize a user-friendly interface and easy-to-use navigation. It should enable store employees to quickly grasp its operation and carry out their responsibilities with efficiency. The system should provide clear guidance, logical workflows, and visual cues that facilitate smooth navigation through its diverse functions. • Performance: The POS system should ensure optimal performance, with quick response times for processing transactions, executing search queries, and generating reports. The system should be capable of handling high transaction volumes during peak periods without compromising its efficiency.
Project Deliverables	<ul style="list-style-type: none"> • To develop a responsive web application that accurately tracks sales and inventory for Bregghan mini grocery store, enabling real-time monitoring and reporting. • Decreases the number of steps that the user can do in the whole transaction for faster checkouts. • To fully digitize the recording of stocks and sales for Bregghan mini grocery store, ensuring that all inventory and sales transactions are accurately captured and stored electronically. • To implement a notification system that alerts the user when stock levels reach a critical threshold, ensuring timely replenishment and avoiding stockouts.

	<ul style="list-style-type: none"> To automate the computation of sold items, ensuring accurate and efficient tracking of sales data.
Project Exclusions	<ul style="list-style-type: none"> The project cannot exceed a certain budget, which may limit the scope or timeline of the project. The project must be completed within the designated timestamp of the subject course Project Management. The project must comply with specific laws, regulations, or standards that may limit the project's scope or approach. The project may be limited by the available technology or infrastructure.
Project Constraints	<ul style="list-style-type: none"> Budget constraints: The project cannot exceed a certain budget, which may limit the scope or timeline of the project. Time constraints: The project must be completed within the designated timestamp.
Project Assumptions	<ul style="list-style-type: none"> All necessary funding and resources will be secured and available for the project's duration. All stakeholders will be available and able to provide input as needed throughout the project lifecycle. There will be no major technological or market disruptions that would impact on the project's success. The project team will have the necessary expertise and skill sets to complete the project successfully.

WORK BREAKDOWN STRUCTURE

. Bregghan Point of Sale System

1.1 Project Initiation

1.1.1 Business Case

1.1.2 Feasibility Study

1.1.3 Project Charter

1.1.4 Identify Stakeholders

1.1.5 Final Review

1.2 Project Planning and Preparation

1.2.1 Project Description

1.2.2 Cost Management Plan

1.2.3 Schedule Management Plan

1.2.4 Scope Management Plan

1.3 Phase I: Analysis

1.3.1 Project Risk Analysis

1.3.2 Cost Benefit Analysis

1.4 Phase II: Design and Development

1.4.1 Admin System

1.4.1.1 Admin Log-in

1.4.1.2 Admin Home Page

1.4.1.3 Inventory

1.4.1.4 Transactions

1.4.1.5 Analytics Report

1.4.2 Point of Sale System

1.4.2.1 Cashier Log-in

1.4.2.2 Home Screen

1.4.2.3 Checkout Screen

1.4.2.4 Generate Receipt



1.5 Phase III: Testing

1.5.1 Requirements Analysis

1.5.2 Test Planning

1.5.3 Test Design

1.5.4 Test Execution

1.5.5 Test Evaluation

1.5.6 System Integration Testing

1.5.7 User Acceptance Testing

1.5.8 System Testing

1.6 Phase IV: Implementation

1.6.1 Deployment Planning

1.6.2 Installation

1.6.3 Data Migration

1.6.4 User Training

1.6.5 Monitor Progress

1.6.6 Post Implementation Review

1.7 Project Closeout/Completion

1.7.1 Finalize Project Deliverables

1.7.2 Confirm Project Completion

1.7.3 Review All Contracts

1.7.4 Review Documentation

SCOPE VERIFICATION



This section is verifying Bregghan Point of Sales System to match with the features allocated by the project team. It ensures that every detail that is within the scope and objectives as well as specifications of the project will be met by the end of the project sprint and will be able to provide satisfactory results to the client the verification process is to be discussed by the project team as well as the project stakeholders.

Furthermore, Inspection of the final output will be done regularly by the developers to ensure that all features and programs will work accordingly to the original blueprint to compare, a thorough understanding of the scope and the actual deliverable is necessary. Following the inspection process to be done by the project team a set of factors like quality and performance measurements should be considered to provide consistency with the product structure and will reach an acceptance rate by the project stakeholders.

SCOPE CONTROL

The Scope Control of the project as stated from the verification shows how the product will undergo different series of inspection by the project team, developers, stakeholders, and project manager. This part covers every aspect of the final product, including its features, functionalities, service, and quality. The project team also ensures that the product is regularly inspected to ensure that all developer-specified goals are achieved by the conclusion of the sprint.

During the inspection that will be done by the project team whenever there would be changes that needs to be conducted within the product the project manager will be the one tasked to ensure the monitoring of the progress should there be one and with the collaboration from the stakeholders as well as the developers and that any changes to the system should be documented to keep track of the output milestones however not any changes will be based on the project manager. The stakeholders, developers, and the project team can also inquire about changes they think that can improve the user experience of the client by the time the project is released and to also brainstorm every aspect that needs to be improved during this stage.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Ms. Devilyn C. Ligligen

Date: **19/04/2023**

