

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

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

**DATE
19/04/2023**



TABLE OF CONTENTS

INTRODUCTION	3
SCOPE MANAGEMENT APPROACH	4
ROLES AND RESPONSIBILITIES.....	4
SCOPE DEFINITION	5
PROJECT SCOPE STATEMENT.....	5
WORK BREAKDOWN STRUCTURE	8
SCOPE VERIFICATION.....	10
SCOPE CONTROL.....	11
SPONSOR ACCEPTANCE	11



INTRODUCTION

With a pen and paper, the Bregghan Mini Grocery business now maintains track of the sales that enter and exit the business each day. The store's current point-of-sale system also relies on handwritten receipts and manual calculations. The stocks are only restocked when they discover that an item is already critical on count, and the fast- and slow-moving items at the mini-grocery store are not being effectively tracked.

In order to build a strong foundation for the project objective and the deliverables that will be reached within each sprint, the team gathered as many requirements from the client as possible before implementing the project objectives. This was done to learn more about the circumstances of the Bregghan Mini-Market. Additionally, the store only uses receipt records to keep track of sales and inventory, which is laborious for the employees because they must maintain the receipts to know what stock is still in stock and because they solely rely on the information contained in those receipts. By integrating a stock and sales responsive webapp, the group hopes to improve their current system and improve the store's inventory management and point of sale.

Therefore, the digitization of the mini grocery stores' sales activities should be visible by the project's or deployment's conclusion, making it easier for customers to utilize and calculate all the items they purchase. The project's deliverables include mostly live-updated documentation and progress reports, as well as the finished product itself.



SCOPE MANAGEMENT APPROACH

The scope approach of the project team ensures that every deliverable will be given in allotted time to the Product Owner or Client. 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 owner is held accountable for the outcomes as for the scope measure to when we can call it verified for deployment the project will reach completion stage once all inquiry of the client is 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 scrum master as well as the project adviser before final changes.

ROLES AND RESPONSIBILITIES

Project Team	Roles	Responsibilities
Ms. Devilyn Ligligen	Business Owner/Client	Review deliverables that are provided by the team within specified dates.
Elloso Ramon Bedict	Project Manager	Leads the team in Developing and improving the procedures used to meet milestones objectives and deliver outputs to the client.
Ligligen Carlos	Project Developer/Product Owner	Create and clearly communicate the product goal with the client to optimize project progress.

Palma Andrei Gabriel	Project Developer	Is responsible for planning and developing various deliverables for the whole sprint or progress of the project
Tarinay Donne Paolo	Project Developer	is responsible for planning and developing various deliverables for the whole sprint or progress of the project

SCOPE DEFINITION

The project's scope is limited to the requirements which are provided by the client which is the sales and stock tracer and a system wherein the user can have a copy of the items that are sold in an efficient way, and both need to be in an application. The project focuses on addressing the pain points of the Bregghan mini grocery store which is the lack of monitoring in sales, stocks, and they are limited to pen and paper only. In addition, the store only uses the receipts as a basis to track the stocks and the items that are sold.

The project team used meetings, whether they were physical or virtual, to conduct instructions and more clear points to be taken from the project adviser to consider during the sprint of the project and finalize the scope that the project should aim for. In order for project deliverables to meet the date need, the project group followed project management steps from planning to executing. In terms of the project's documentation, the team updates any modifications made during consultations with the adviser or the customer to make sure that each stage of development is monitored before the finished product is delivered. As for the analysis of the product the use of the POS system was widely used as center for the project as the main goal being to digitize and benefit the client with an application that would help keep track of operations inside the bregghan mini grocery store.

PROJECT SCOPE STATEMENT

Project Scope Description	Bregghan Point of Sale System should accomplish a functional webapp that can track the Bregghan mini grocery store sales, transactions, Inventory and notifies the client or users whenever a product reaches a critical point in stocks.
Project Acceptance Criteria	<ul style="list-style-type: none"> • Webapp should display sales reports (Daily, Weekly, Monthly, Yearly) • Scans products and computes total amount. • Notify User for specific products that are low on stocks.
Project Deliverables	<ul style="list-style-type: none"> • Final Product • Work Breakdown Structure • Project Documentation • Progress Report
Project Exclusions	<ul style="list-style-type: none"> • Accessible to Mobile devices • Can be used outside of the mini grocery store premises.
Project Constraints	<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 (PROJMAN). • The project team may have limited staff, expertise, or technology available to complete the project.

	<p>The project must comply with specific laws, regulations, or standards that may limit the project's scope or approach.</p> <p>The project may be limited by the available technology or infrastructure.</p>
Project Assumptions	<ul style="list-style-type: none"> • All necessary funding and resources will be secured and available for the duration of the project. • 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 the project's success. <p>The project team will have the necessary expertise and skill sets to complete the project successfully.</p>

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 Aurora. 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 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 changes they think that can improve the user experience of the client by the time the project is released and to also brainstorm every aspects that needs to be improved during this stage.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Ms. Devilyn C. Ligligen

Date: **19/04/2023**