PROJECT MANAGEMENT DOCS

SCOPE MANAGEMENT PLAN TEMPLATE

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SCOPE MANAGEMENT PLAN
"Bregghan Point of Sale System"

BREGGHAN MINI GROCERY STORE
MT. MAKILING STREET
MAKATI CITY 1200

DATE
19/04/2023

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INTRODUCTION

The bregghan mini grocery store now keeps track of the inventories and sales that come in and leave out of the store each day with a pen and paper. Additionally, the store's current point-of-sale system relies on manual computation and handwritten receipts. Additionally, the fast- and slow-moving items in the mini-grocery store are not being properly tracked, and the stocks are only replenished when they notice that an item is already out of stock.

Before implementing the project objectives the team gathered as much requirements from the client to know more about the situation of bregghan mini grocery store and to establish a solid foundation for the project objective as well as the deliverables that will be met within every sprint. Moreover the store only uses receipt records to keep track of its sales and inventory, which is tedious for the staff because they must maintain the receipts in order to know what stock is still available and because they only rely on the data contained in those receipts. The group wants to enhance their present system by integrating a stock and sales responsive webapp, which can enhance the store's inventory management and point of sale. Therefore by the end of the project or the deployment the bregghan point of sales system should demonstrate the digitizing of the mini grocery stores sales operations easing the use and calculation of all products that are bought by the customer. The deliverables for the project consists of progress reports mainly documentations that updates real time and 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 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	Responsibilites
Mrs. Devilyn Ligligen	Product Owner/Client	Review deliverables that are provided by the team within specified dates.
Elloso Ramon Bedict	Scrum Master	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 Group followed project management steps from planning to executing in order for project deliverables to meet the date need the team also made use of meetings may it be held online or physical 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. As for the documentation of the project the team updates the changes that was made during the meetings with the adviser or the client to ensure that progress is tracked within each period before the said product is completed. 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	- 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	- Final Product - Work Breakdown Structure - Project Documentation - Progress Report
Project Exclusions	- Accessible to Mobile devices - Can be used outside of the mini grocery store premises.
Project Constraints	- Manual computation of sales - No registration in B.I.R to use VAT sales.
Project Assumptions	- Front and Back End of the program are managed by the developers. - Funding available when required. - Project Documentations Update in real time.

WORK BREAKDOWN STRUCTURE

The Work Breakdown Structure (WBS) and Work Breakdown Structure Dictionary are key elements to effective scope management. This section should discuss how the project scope is to be subdivided into smaller deliverables in the WBS and WBS Dictionary and how these smaller components are managed during the life of the project.

Figure 1.1, *Work Breakdown Structure (WBS)*

SCOPE VERIFICATION

Scope verification discusses how the deliverables will be verified against the original scope and how the deliverables from the project will be formally accepted. The deliverables for the project should be formally accepted and signed off on by the customer throughout the lifecycle of the project and not held back as a single deliverable at the end of the project.

SCOPE CONTROL

Scope control is the process of monitoring the status of the scope of the project. This section also details the change process for making changes to the scope baseline.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: **19/04/2023**

Ms. Devilyn C. Ligligen