SCOPE MANAGEMENT PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

**PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE
SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES**

ASIA PACIFIC COLLEGE

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR
PROJECT MANAGEMENT
PROJMAN**

**BY
GIANNA BERNICE R. ARTAJOS
MARCUS PHILIP L. FLORES
JOHN RYSAL C. ROSEL
LESTER DAVE M. SALAZAR**

TABLE OF CONTENTS

INTRODUCTION

Chubby Gourmet is a local food business that has been facing process problems in its daily operations. To address these issues, our group has undertaken the task of implementing an E-commerce web application to improve the business's overall efficiency. The success of this project will depend on effective scope management, which involves defining, controlling, and monitoring the project's scope.

In this paper, we will discuss our approach to scope management for the Chubby Gourmet web application project. We will first define the project's scope by identifying the objectives, deliverables, and constraints. We will then outline our strategy for controlling the scope by establishing a change control process and setting up a scope baseline. Lastly, we will discuss our approach to monitoring the project's scope, which involves tracking progress against the scope baseline and adjusting as necessary.

Overall, effective scope management is critical to the success of the Chubby Gourmet web application project. By clearly defining the project's scope, controlling changes, and monitoring progress, we can ensure that the project meets its objectives and delivers value to the business.

SCOPE MANAGEMENT APPROACH

In this portion, we will discuss our approach to scope management for the production of Chubby Gourmet's E-Commerce Web Application. Below is a summary of how the group will approach each aspect:

1. Authority and responsibility for scope management will be held by the Project Manager, Gianna Artajos, who will work closely with the project sponsor, Ms. Priscilla Mariano
2. The scope of the project will be defined through the creation of the Scope Statement, and the Statement of Work (SOW). These two documents will clearly define the project's deliverables, purpose and requirements, which will be reviewed and approved by the project sponsor.

3. The scope of the project will be measured and verified with the use of work performance measurements, and regular review of the project's progress against the scope baseline. Any deviations from the scope baseline will be identified and addressed through the scope change process.

4. The scope change process for the development of Chubby Gourmet's E-Commerce Web Application, will involve the submission of a scope change request by the Project Manger, with final approval being granted by the project adviser. Any changes to the scope of the project must be carefully evaluated to ensure that they align with the project's goals and objectives and does not negatively impact the project schedule.

5. The final project deliverables will be accepted and approved by the project sponsor, Ms. Prisiclla Mariano with the Project Managerbeing responsible for ensuring that all project requirements have been met. The successful completion of the project will be confirmed once all deliverables have been accepted and no comments or revisions are no longer necessary.

ROLES AND RESPONSIBILITIES

Project Team	Roles	Responsibilites
Ms. Priscilla Mariano	Project Stakeholder	Is responsible to define and prioritize the product backlog to maximize the value of the product being developed and ensure that it meets the needs of the customers and business.
Gia Artajos	Project Manager & Quality Assurance Tester	Is responsible to ensure that the development team delivers a high-quality product that meets the needs of the customers and business while following the principles and practices of the chosen methodology.
Marcus Flores	Scrum Master & Documentation Specialist	Is responsible to facilitate and ensure the effective implementation of the Scrum framework, coach the team, remove impediments, protect the team, and encourage continuous improvement.

Rysal Rosel	Back-end Developer	Is responsible to the development team to design, develop, and deliver high-quality products that meet the requirements and specifications defined by the Project Owner or Project Stakeholder. They are responsible for translating the product backlog into working software and ensuring that the product is delivered on time and within budget while meeting the required quality standards.
Lester Salazar	Product Designer & Front-End Developer	Is responsible to work with the development team to create intuitive and user-friendly designs that meet the needs of the users and align with the product vision defined by the Project Manager or Project Stakeholder. They are responsible for researching user needs, creating user personas, designing wireframes and prototypes, and collaborating with the development team to ensure the final product meets the desired design standards.

SCOPE DEFINITION

The scope of this project is to implement an e-commerce web application for Chubby Gourmet, a local food business, to address its process problems and improve overall efficiency. The web application will include the following features: product catalog with detailed descriptions and images, online ordering system with secure payment processing, customer account

management, order tracking, and generating of reports for the busines. The project will also involve integration with existing systems such as inventory management and accounting. The project team will consist of a Project Manager, Scrum Master, Quality Assurance Tester, Documentation Specialist, Product Designer, Front and Back End Developers, who will work together to deliver a high-quality product within the agreed-upon timeline and budget.

PROJECT SCOPE STATEMENT

Project Scope Description	The proposed project aims to develop an E-commerce web application that addresses the current process problems faced by Chubby Gourmet, a local food business, by implementing a customer management system. One of the main features includes digitizing the inventory management system, and implementing a customer query management system, with the success criteria based on organizing customer orders faster by 80%, digitizing 100% of the inventory management. The application will also be able to display answers to common queries within two to three clicks, while ensuring scalability, modularity, and adaptability to future changes in the business's operations. All objectives should be met with the project timeline and budget finalized based on the development team's analysis of the project's complexity and scope.
Project Acceptance Criteria	The acceptance criteria for the proposed E-commerce web application for Chubby Gourmet includes the accurately monitored feedback from the project sponsor.

	The feedback must be able to meet the intended features that was aforementioned.
Project Deliverables	- E-commerce web application to improve Chubby Gourmet's processes. - Faster organization of customer orders by 80%, including personal information, orders, and transaction details - Digitization of 100% of inventory management to allow for easier tracking of current inventory. - Display of common customer queries with 2-3 clicks for faster response time - Increased customer satisfaction through improved ordering and delivery process - Increased revenue for Chubby Gourmet through improved efficiency and online visibility - Improved brand recognition and marketability through the E-commerce platform.
Project Exclusions	- Any work that would require additional resources or budget beyond what has been approved for the project. - Procurement or installation of hardware or infrastructure beyond the scope of the project
Project Constraints	The developers will be co-working with Chubby Gourmet on the design elements but will not be involved in arranging the products and services of the business.

	• The project functionalities are limited to the features agreed upon by the developers and Chubby Gourmet. • The project must integrate the agreed-upon features, including product management, order management, inventory management, report generation, customer account creation, shopping cart, checkout, payment, delivery schedule, and order tracking.
Project Assumptions	• The project team assumes that the web application will be hosted on a reliable and secure web server. • The project team assumes that the project sponsor will give her full support in the production of the project. • The project team assumes that the web application will be tested thoroughly before deployment to ensure that it is free of major bugs and issues.

WORK BREAKDOWN STRUCTURE

The Work Breakdown Structure (WBS) is a hierarchical representation of the project scope that divides the project into smaller, more manageable components. Each level in the WBS represents a progressively more detailed view of the project, starting with the highest level and moving down to the lowest level.

1. Chubby Gourmet Web Application
    1.1.   Initiation
        1.1.1.   Develop Business Case
        1.1.2.   Develop Project Charter
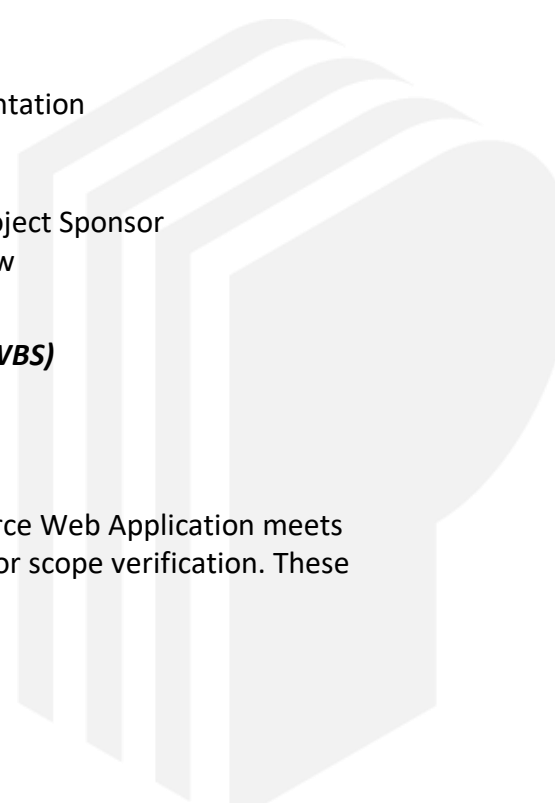   1.1.3.   Obtain Project Approval

      1.2.   Planning
- 1.2.1. Develop Scope Management Plan
- 1.2.2. Develop Schedule Management Plan
- 1.2.3. Develop Cost Management Plan
- 1.2.4. Develop Risk Management Plan
- 1.2.5. Develop Quality Management Plan
- 1.2.6. Develop Procurement Management Plan
- 1.2.7. Develop Human Resource Management Plan
- 1.2.8. Develop Change Management Plan
- 1.2.9. Develop Communication Management Plan
- 1.2.10. Develop Implementation Plan
- 1.2.11. Design System Architecture
- 1.2.12. Create Wireframes and UI design

      1.3.   Execution
- 1.3.1. Set up Development Environment
- 1.3.2. Develop Frontend Components
- 1.3.3. Develop Backend Components
- 1.3.4. Integrate Frontend and Backend
- 1.3.5. Perform Unit Testing

      1.4.   Monitoring
- 1.4.1. Monitor Project Progress and Milestones
- 1.4.2. Track Resource Utilization
- 1.4.3. Monitor Risks and Issue Resolution
- 1.4.4. Perform System Testing and Quality Assurance
- 1.4.5. Gather and Analyze User Feedback

      1.5.   Closeout
- 1.5.1. Finalize and Deliver Project Documentation
- 1.5.2. Obtain Formal Acceptance
- 1.5.3. Archive Project Files and Resources
- 1.5.4. Handover Project Deliverables to Project Sponsor
- 1.5.5. Perform Post-Implementation Review
- 1.5.6. Close Out Meeting

Figure 1.1, *Work Breakdown Structure (WBS)*

SCOPE VERIFICATION

To ensure that the deliverables from Chubby Gourmet's E-Commerce Web Application meets the original scope, the project team will use a variety of methods for scope verification. These methods may include the following:

- **Work Performance Measurements**
  - HighTable will keep track and measure whenever a task is being worked on. With this, it will be able to help the team identify any potential issues or deviation from the original plan.

- **Scope Baseline**
  - Any changes and updates that may happen throughout the course of the development of the project, will be documented and approved before they are implemented. The scope baseline will be used to ensure that the final deliverables will meet the original scope.

- **Formal Acceptance**
  - The project sponsor will formally accept each deliverable as it is completed. This ensures that the project team is accomplishing all expectations of all relevant individuals— allowing any necessary feedback or changes to be made in a timely manner.

Scope Control

The scope control process for the Chubby Gourmet's E-Commerce Web Application will involve the following steps for making changes to the scope baseline:

1. A scope change request will be initiated by any stakeholder or team member who identifies a need for a change to the scope.

2. The scope change request will be reviewed by the Project Manager and the Project Adviser to assess the impact of the change on the project schedule, budget, and resources.
3. If the change is deemed low impact, the Project Manager can approve or deny the request. If the change is deemed high impact, the Project Manager can approve or deny the request. Any low impact change request approved or denied by the Project Manager can be reviewed by the adviser and overruled by the Project Sponsor.

4. If the request is approved, the Project Manager will create an action plan to proceed with the change and update the scope baseline and notify all relevant parties of the change.

5. If the request is rejected, the project team will continue with the original scope.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____ Date: _____
Priscilla Mariano
Business Owner