SCOPE MANAGEMENT PLAN
SURVEIRAMS

ASIA PACIFIC COLLEGE
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MAKATI CITY, 1232 METRO MANILA

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INTRODUCTION

The scope management plan is a crucial component of the overall project management approach for the SurveiRams project. It outlines the tools and techniques that will be utilized to effectively document and control the scope of the project, ensuring that it remains within the defined boundaries and aligns with the project objectives.

The project team will work collaboratively with stakeholders to prioritize and manage scope, identify and manage changes, and ensure that the project remains on track to deliver a successful SurveiRams system that meets the needs of all stakeholders.

SCOPE MANAGEMENT APPROACH

Mr. Ian Onrubia, the designated Project Manager, will work closely with Mr. Jojo Castillo, the project sponsor, and other key stakeholders to define and effectively manage the scope of the project, as well as oversee the fulfillment of all project requirements and ensure that the project deliverables are accepted and approved by the project sponsor and relevant stakeholders, with successful completion of the project dependent on the acceptance of all deliverables and resolution of any outstanding issues.

The scope of the SurveiRams project will be defined using various documents such as a Scope Statement, Work Breakdown Structure (WBS), and a WBS Dictionary, with regular reviews conducted throughout the project to ensure alignment with objectives and proper documentation of any changes. To measure and verify the scope, quality checklists will be developed, a scope baseline will be established, and work performance measurements will be used to track any progress. The Project Manager will submit a Scope Change Request Form found in the Appendix, which the project sponsor will approve after evaluating it for alignment with the project goals, impacts on schedule and budget, and contribution to project success, ensuring only approved changes are made.

ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities in managing the project's scope:

Project manager	The project manager oversees specifying and establishing the scope of the project, as well as supervising and approving adjustments. Also oversees

	raising stakeholder demands and priorities and making sure the project adds value to the company.
Project team	The project team is in charge of confirming the project's scope and, if necessary, submitting change requests.
Stakeholders	The stakeholders oversee providing feedback on the needs and scope of the project and authorizing any necessary changes.

SCOPE DEFINITION

To define the project's scope, the project team conducted meetings to draft a list. The team then utilized adviser and consultant judgment to assess the feasibility of the project and identify potential risks. Product analysis was conducted to determine the features and functions required by the new system. Facilitated interviews were also conducted with stakeholders to gather their input and ensure their requirements were considered. The scope definition process was tied back to the Project Charter and preliminary Project Scope Statement were also referred to during the scope definition process.

The scope of SurveiRams ticketing system will be defined through the following activities:

1. **Project Charter:** The project charter will provide a clear definition of the project's objectives, deliverables, stakeholders, and constraints, serving as a foundational document for scope management.
2. **Scope statement:** The scope statement involves clearly defining the boundaries and extent of the project. The scope statement will outline the specific features, functionalities, and requirements of the ticketing system, as well as any exclusions or limitations that will provide a high-level overview of the project scope.
3. **Sprint Planning and Review Meetings:** Sprint planning and review meetings will be conducted to collaboratively define the scope of each sprint and review the completed work against the defined scope. This will ensure that the project team and stakeholders have a shared understanding of the scope at each stage of the project.
4. **Product Backlog:** The product backlog will be created in the development phase, then utilized to capture and prioritize all the features, functionalities, and

requirements of the SurveiRams system. It will serve as a dynamic document that evolves throughout the project, reflecting changing priorities and stakeholder needs.

5. **User Stories:** User stories will be done in the next phase of the project to be used to further detail the requirements of the SurveiRams system in a user-centric manner. User stories will capture the "who," "what," and "why" of each requirement, supplying a clear understanding of the desired outcomes.

PROJECT SCOPE STATEMENT

- Product Scope Description
  Based on the analysis and input gathered, the following deliverables were defined as part of the project scope:
  - Ticketing database
  - Performance evaluation
  - Reporting and analytics
  - User training and support

- Product Acceptance Criteria
  The project will be accepted as complete if:
  1. The user can create, read, and update reports and logs in the application.
  2. An administrator can access an analytics dashboard with the following information:
     - How many resolved and unresolved incident reports there are
     - The department name and floor number that has the most incidents
     - What incident occurred the most
     - How many incidents happened per floor
     - How many incidents happened per department

- Project Deliverables – detailed list of deliverables the project will result in
  Upon the successful conclusion of the project, the subsequent deliverables will be provided:
  1. A fully operational system.
  2. User manuals and training materials.
  3. Technical documentation.
  4. Any other deliverables as outlined in the Project Scope Statement and agreed upon by the Project Sponsor.

- Project Exclusions:

1. Data Collection: This project does not include data collection from other sources or systems other than what is inputted by the user.
2. Automated Entry: This project does not include automated entry for the reports. All reports must be done or reported manually using the application. The user will be responsible for the creation of reports.
3. Data Transfer: The project team will not be responsible for encoding past logs and reports into the SurveiRams database.
4. Machine Learning: This project will not involve the development or implementation of any machine learning algorithms. The focus will be to manage the reports from students and to lessen the use of paper by using a dedicated application for the reports.

- Project Constraints:
    1. The project team only consists of five (5) members.
    2. The project team will only be operating on the budget that the Project Sponsors approve.
    3. The project will be developed only from April 2023 to July 2024.
    4. The project is not intended to be used for purposes other than processes regarding patrolling, post logs, and incident reports.

- Project Assumptions:
    1. This project is fully supported by the project sponsor, stakeholders, and all departments involved. This means the approvals or permissions for the project will be obtained in a timely manner.
    2. The developers of SurveiRams have the necessary technical skills and experience to carry out the project. The development tools and testing environment are available and provided by Asia Pacific College.
    3. The build for this system is only accessible within the APC network.
    4. Asia Pacific College possesses the necessary conditions to facilitate system implementation, sustain maintenance efforts, and provide comprehensive support for project development.

WORK BREAKDOWN STRUCTURE

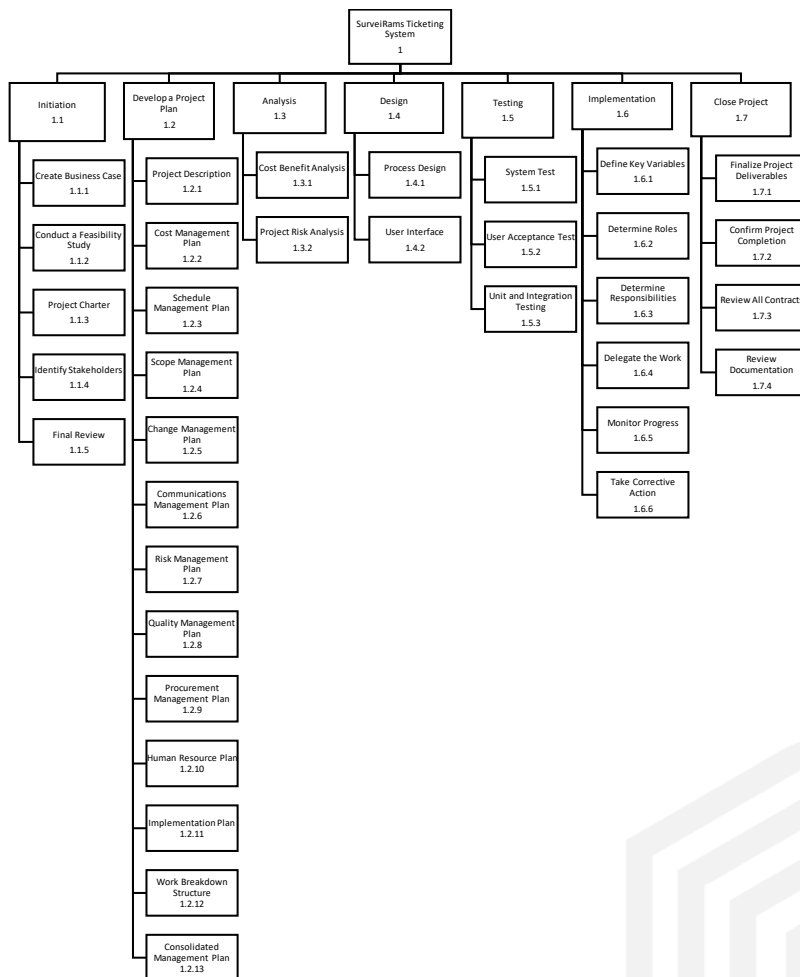**Commented [JC5]:** What's with the gaps?

Figure 1.1, *Work Breakdown Structure (WBS)*

Figure 1 illustrates the SurveiRams WBS in a hierarchical structure. A more detailed discussion for this can be found in the Work Breakdown Structure document.

SCOPE VERIFICATION

The project team will use various techniques for scope verification to guarantee that the SurveiRams System project deliverables satisfy the original scope. These methods include:

Quality Checklists
The project team will use checklists that outline the essential requirements for each deliverable to be accepted. These checklists will be employed to ensure that each deliverable satisfies all necessary criteria before progressing.

Work Performance Measurements
 The team will use work performance measurements to monitor and gauge the advancement of each deliverable during the development phase. This approach will enable the team to detect any possible issues or deviations from the original scope and take prompt corrective measures.

Scope Baseline
The team will establish a scope baseline, which captures a snapshot of the initial project scope. Any modifications to the scope must be recorded and authorized before being implemented. The scope baseline will be employed to ensure that the final deliverables align with the original project scope.

Formal Acceptance
 Each deliverable will be formally accepted by the project sponsor, customer, and other stakeholders upon completion. This ensures that the project team meets the expectations of all relevant parties and allows any necessary feedback or changes to be made promptly.

Overall, it is critical that the project team maintains open communication and cooperation with the client and other stakeholders throughout the project to ensure that the deliverables meet the original scope and are formally approved.

SCOPE CONTROL
The change management plan must be consulted in the event of the desire to change the project scope. The procedures written there will be followed. The change's impact on the schedule and budget will be factored into making the decision. Should any changes happen, all project documents related will be updated.

SPONSOR ACCEPTANCE

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Approved by the Project Sponsors:

Date: June 2023

Mr. Jojo F. Castillo
Executive Director, Technical Services

Mr. Jose Manuel V. Garcia
Campus Architect

Appendix: Scope Change Request Form

Project Name:	
Requested By:	
Scope Change Description:	
Scope Change Justification:	
Budget Impact:	
Schedule Impact:	
Signature over Printed Name:	**Date:**

Project Sponsors:

Approved ☐   Rejected ☐

Mr. Jojo F. Castillo   Mr. Jose Manuel V. Garcia
Executive Director, Technical Services   Campus Architect

Date: Date: