**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. As an agile project, the scope management plan will be developed and executed in accordance with agile methodologies, which emphasize flexibility, collaboration, and iterative progress.

The project team will work collaboratively with stakeholders, using agile techniques 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 Definition:**  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. **Product Backlog:** The product backlog, a key artifact in agile methodologies, will be 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.
3. **User Stories:** User stories, a common practice in agile methodologies, will 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.
4. **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.
5. **Sprint Planning and Review Meetings:** Sprint planning and review meetings, integral to agile methodologies, 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.

# Scope Management Approach

* Mr. Alexis Martin, 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), WBS Dictionary, and a detailed Statement of Work (SOW), 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 formal request for scope change, 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. |
| Product owner | The product owner 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

The scope definition process for the project "SurveiRams” was developed based on the requirements identified during the requirements definition process. The following documents were used as references: Requirements Documentation, Requirements Management Plan and a Requirements Traceability Matrix.

To define the project's scope, we used the following tools and techniques: feedback analysis, product analysis, and facilitated interviews. The team utilized adviser 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 inputs and ensure their requirements were considered.

Based on the analysis and input gathered, the following deliverables were defined as part of the project scope:

SurveiRams should include the following features:

* Ticketing database
* Performance evaluation
* Reporting and analytics
* User training and support

The scope definition process was tied back to the requirements definition process, ensuring that the project scope met all the identified requirements. Additionally, the Project Charter and Preliminary Project Scope Statement were also referred to during the scope definition process.

# Project Scope Statement

* Product Scope Description

1. Centralize where guards can log their reports in their patrols through a mobile application
2. Eliminate the manual processes for documenting
3. Provide analytics using the data collected in the application to help in decision-making

* 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. 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 will only be limited to the use of security personnel, ITRO, and BMO.

2. The system is specifically designed for the use of the institution's security personnel and the building maintenance office.

3. The project is not intended to be used for purposes other than processes regarding patrolling, post logs, and incident reports.

4. Going paperless can result in cost savings and increased productivity, but the cost of paper can be substantial.

5. The trend toward a paperless environment accelerates each year, but additional upgrades or replacements of expensive office equipment may still be necessary.

* 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. Throughout the course of the project, there will be no changes to either the budget or the project timeline.

5. Asia Pacific College possesses the necessary conditions to facilitate system implementation, sustain maintenance efforts, and provide comprehensive support for project development.

# 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

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

Approved by the Project Sponsor:

Date: May 2023

Mr. Jojo F. Castillo

Executive Director, Technical Services