**Scope Management Plan**

**Apelo dental clinic system**

**Apelo dental clinic**

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# Introduction

The scope management plan for the Apelo Dental Clinic System outline the best practice and cutting-edge that will be used to define, document, and control the scope of the project. By leveraging agile methodologies and real-time collaboration tools, the project team will be able

to deliver an innovative Apelo Dental Clinic System that meets the needs of all stakeholders.

**Scope Definition:** The scope of the Apelo Dental Clinic System will be defined through the following activities:

1. **Requirements gathering:** The project team managing the project will employ a range of methods to acquire and document the system's requirements. These methods may involve conducting interviews with users, facilitating group discussions, and administering surveys online.
2. **User Stories:** The project team will create user stories to describe the functionality of the system from the perspective of the end user. These stories will be prioritized based on business value and will be used to guide the development process.
3. **Scope statement:** The scope statement will be created using the user stories and requirements as input. It will provide a high-level overview of the project scope, including the deliverables, exclusions, and constraints.
4. **Scope baseline:** The scope baseline will be created by incorporating the scope statement and the user stories into a project management plan. It will be regularly updated as the project progresses to reflect changes in scope.

**Scope Documentation:** The scope of the Apelo Dental Clinic System will be documented in the following ways:

1. **Requirements documentation:** The requirements for the system will be documented in a requirements specification document.
2. **Project management plan:** The plan for project management will contain details regarding the scope of the project, such as the scope statement, scope baseline, and any other pertinent information.
3. **Change log:** There will be a log to keep track of any alterations made to the project's scope. This change log will document the change description, its effects on the project, and the necessary approvals.

**Scope Control:** The scope of the Apelo Dental Clinic System will be controlled through the following activities:

1. **Scope verification:** The project team will employ agile testing methods to ensure that the project's deliverables conform to the requirements and are in accordance with the scope statement.
2. **Scope change control:** Any changes to the scope of the project will be managed through a formal change control process, which will include an assessment of the impact on the project schedule, budget, and quality.
3. **Scope change review:** A scope change review will be held for each change request to ensure that the change is necessary, feasible, and aligned with the project objectives.

# Scope Management Approach

1. Authority and responsibility for scope management will be held by the Project Manager, Jansen Pedrola, who will work closely with the Project Sponsor, Dr. Denroe Apelo, and other key stakeholders to define and manage the scope of the project.
2. To determine the scope of the project, a Scope Statement, Work Breakdown Structure (WBS), WBS Dictionary, and a comprehensive Statement of Work (SOW) will be developed. These documents will precisely specify the project's objectives, activities, and prerequisites, and will undergo evaluation and endorsement by the project sponsor and other involved parties prior to commencing the work.
3. The project's extent will be evaluated and confirmed using quality checklists, measurements of work performance, and regular monitoring of the project's advancement in relation to the original scope. If there are any discrepancies from the initial scope, they will be identified and dealt with using the scope change process.
4. The Apelo Dental Clinic project's procedure for modifying its scope will entail the Project Manager submitting a request for scope change, which will then be approved by the project sponsor. It is crucial to thoroughly assess any alterations to the project's scope to ensure that they are consistent with the project's objectives and do not have a detrimental impact on the project schedule or budget.
5. The project manager will ensure that all project requirements are met and that the project sponsor and other important stakeholders approve and accept the final project deliverables. The project will be considered successfully completed only after all deliverables have been accepted and any remaining issues have been addressed.

# Roles and Responsibilities

The following roles and responsibilities have been designated regarding the management of the project's scope:

1. **Project Manager:** The project manager oversees outlining and documenting the project's scope, as well as regulating and approving any alterations to the scope.
2. **Project Team:** The project team is accountable for validating the project's scope and initiating modification requests if it is necessary.
3. **Stakeholders:** The stakeholder oversees offering insights on the project's requirements and scope, and authorizing scope modifications as required.

# Scope Definition

The scope of this project includes developing a single system that combines multiple functionalities for the different user that Apelo Dental Clinic have. The system will consist of functionalities such as managing the queue to facilitate patients in obtaining a number more conveniently, accessing and securely storing patient information, and a dashboard to keep track of the clinic's overall progress. With the integration of these features, the system will streamline the clinic's operations and provide a better experience for patients, making it an essential tool for Apelo Dental Clinic's daily activities.

The system will incorporate a dentists schedule, which will regulate the display of the maximum number of appointments available for daily operations.

# Project Scope Statement

The project scope statement for the Apelo Dental Clinic System project will detail the project`s deliverables and the work necessary to create these deliverables.

**Product Scope Description:**

The Apelo Dental Clinic System is a web-based application that enables employees of the clinic to handle patient details such as personal information, medical records, and payment records, as well as oversee the queuing system digitally. This system is designed to safeguard information against losing or mishandling patient details, while also enhancing the patient experience by streamlining the appointment scheduling process. The system will consist of features such as a dentist calendar to provide visibility into the availability of the numbers on a given day, as well as a dashboard to assist the administrator in monitoring the clinic's overall performance.

**Product Acceptance Criteria:**

The Apelo Dental Clinic System will be considered complete and accepted by the customer when it meets the following criteria:

1. Every feature and capability indicated in the project's scope statement has been created and assessed using the test scenarios established by the Quality Assurance Associate.
2. The system has been successfully deployed in Apelo Dental Clinic.
3. Users have given positive feedback on the system during the UAT (User Acceptance Testing) phase.
4. Comprehensive documentation has been prepared for the system, and user manuals have been produced.

**Project Deliverables:**

The following list of deliverables will be provided upon successful completion of the project:

1. Fully functioning Apelo Dental Clinic System
2. User Manual and training materials
3. Technical documentation
4. Providing additional outputs as outlined in the Project Scope Statement and approved by the Project Sponsor.

**Project Exclusions:**

The following tasks are beyond the scope of this project and will not be included:

1. The project scope statement does not mention the inclusion of past patient information into the system.
2. Customization or modification of the system beyond the scope specified in the project scope statement.

**Project Constraints:**

The following limitations will affect the project:

1. Limited budget
2. Resistance to change
3. User Training
4. Limited skills

**Project Assumptions:**

The following assumptions have been made regarding this project:

1. The dental clinics that will implement the system have reliable internet connectivity and appropriate hardware and software to support the digital platform.
2. The clinic staff and patients are willing to adopt and learn the new system, with minimal resistance to change.
3. The project team will have access to all necessary information and resources from the dental clinics to effectively design, develop, and implement the system.
4. The project team has the necessary technical expertise and project management skills to develop and implement the system on time, within budget, and with minimal disruption to the normal operation of dental clinics.
5. The system will comply with all relevant data privacy and security regulations, ensuring the confidentiality and integrity of patient records.
6. The system will be scalable to accommodate future growth and changes in the needs of dental clinics.
7. The system will integrate with existing software and hardware systems used in dental clinics, such as electronic health records and imaging systems, to ensure seamless operation.
8. The system will provide a user-friendly interface for both clinic staff and patients, requiring minimal training to use effectively.

# Work Breakdown Structure

The Work Breakdown Structure (WBS) is a way of organizing a project by breaking it down into smaller, more manageable parts, and arranged in a hierarchy. The WBS is made up of multiple levels that provide increasingly detailed views of the project. The WBS Dictionary is a supplemental document that accompanies the WBS and provides comprehensive information about each component in the WBS, including details on the scope of work, deliverables, and responsibilities.

The project team intends to utilize the WBS and WBS Dictionary to divide the project's scope into more manageable components, and to designate responsibility for each component. This approach will ensure that all aspects of the project are considered, and that team members understand their part in delivering the project. The WBS and WBS Dictionary will serve as a guide to track progress, address problems, and make certain that the project stays on course and within the scope. In general, the WBS and WBS Dictionary are crucial tools for managing the project scope and ensuring its successful completion.

**Task:**

1. **Apelo Dental Clinic System** 
   1. Initiation
      1. Evaluation & Recommendations
      2. Develop Project Charter
      3. *Deliverable:* Submit Project Charter
      4. Project Sponsor Reviews Project Charter
      5. Project Charter Signed/Approved
   2. Planning
      1. Create Preliminary Scope Statement
      2. Determine Project Team
      3. Project Team Kickoff Meeting
      4. Develop Project Plan
      5. Submit Project Plan
      6. *Milestone:* Project Plan Approval
   3. Execution
      1. Project Kickoff Meeting
      2. Verify & Validate User Requirements
      3. Design System
      4. Procure Hardware/Software
      5. Install Development System
      6. Testing Phase
      7. Install Live System
      8. User Training
      9. Go Live
   4. Control
      1. Project Management
      2. Project Status Meetings
      3. Risk Management
      4. Update Project Management Plan
   5. Closeout
      1. Audit Procurement
      2. Document Lessons Learned
      3. Update Files/Records
      4. Gain Formal Acceptance
      5. Archive Files/Documents

# Scope Verification

To ensure that the deliverables from the Apelo Dental Clinic System project meet the original scope, the project team will utilize a variety of methods for scope verification. These methods may include:

* **Quality checklist:**

The project team will rely on checklists to ensure that each deliverable meets the required standards before proceeding. These checklists will contain detailed specifications for each deliverable, outlining the specific criteria that must be met for it to be considered acceptable.

* **Work performance measurements:**

By closely monitoring the development of each deliverable, the project team can ensure that they are staying on track and meeting their objectives. This proactive approach enables the team to catch any problems early on, minimizing the risk of delays or cost overruns and ensuring a successful outcome for the project.

* **Scope baseline:**

It is crucial for the project team to maintain a scope baseline, which captures the project's original scope. Any modifications to the scope must be formally documented and approved before they are implemented. The scope baseline serves as a reference point to ensure that the final deliverables align with the initial project scope.

* **Formal acceptance:**

When a project team completes a deliverable, it is crucial to get formal acceptance from the project sponsor, customer, and other stakeholders. This helps ensure that everyone's expectations are being met and allows for any necessary adjustments to be made promptly, avoiding potential delays and misunderstandings down the line.

Overall, it is important that the project team maintains consistent communication and collaboration with the customer and other stakeholders throughout the project to ensure that the deliverables meet the original scope and are formally accepted.

# Scope Control

As part of the project management process, the project's scope must be carefully controlled to ensure that it remains aligned with the original project objectives. The Project Manager will lead the effort to monitor and evaluate the project's deliverables and progress against the Project Scope Statement. Any deviations from the scope will be thoroughly examined and assessed to determine if changes are necessary. If changes are required, the established scope change process will be followed, with proper documentation and approval procedures in place. The project team and stakeholders will work closely with the Project Manager to ensure that the scope remains within the defined boundaries. Regular reviews will be conducted to assess progress and identify any areas where scope changes may be necessary. The Project Manager will be responsible for communicating any scope changes to all affected parties, ensuring that everyone is aware of any potential impact on the project's timeline or budget.

The scope control process for the Apelo Dental Clinic System project will involve the following steps in 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 Project Manager and the Project Sponsor will evaluate the effect of the proposed modifications on the project's schedule, budget, and resources by reviewing the scope change request.
3. The Project Manager has the authority to approve or reject change requests that are considered to have minimal impact or significant impact. However, if the change request is classified as low impact and the Project Manager approves or denies it, the Project Sponsor has the option to review and overturn their decision.
4. Assuming the request gets approved, the Project Manager will devise a course of action to implement the change, amend the scope baseline, and inform all the pertinent stakeholders about the change.
5. If the request is rejected, the project team will continue with the original scope.

To guarantee the project remains within budget and on schedule, it's crucial to establish a structured protocol for modifying the scope baseline. Any modifications to the scope must be scrutinized and authorized with care to prevent scope creep and maintain project progress.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date: May 2023

**Denroe Apelo**

Owner of Apelo Dental Clinic