**Scope Management Plan**

**RAMS E-CAF:**

**A WEB-BASED CAFETERIA MANAGEMENT SYSTEM**

**FOR THE**

**ASIA PACIFIC COLLEGE**

**Asia Pacific College Cafeteria**

**Humabon 3**

**Makati City, Kalakhang Maynila**

**14/04/2023**

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# Introduction

The purpose of this Project Scope Management Plan is to define the scope management process for the Rams E-Caf project. The plan identifies the roles and responsibilities for managing the project scope, as well as the processes for collecting requirements, defining scope, creating a work breakdown structure, verifying scope, and controlling scope.

1. Collect Requirements

* The Rams E-Caf project team will identify and document the requirements necessary to meet all project objectives. The project charter and stakeholder register will be used to identify requirements, and the team will collectively discuss the details associated with meeting each requirement. Interviews and follow-on discussions will be conducted to clarify the requirements, and they will be documented in sufficient detail to measure them once the project begins the execution phase.

1. Define Scope

* The Rams E-Caf project team will develop a detailed project/product description that includes deliverables, assumptions, and constraints. This step will establish the framework within which project work must be performed and will be critical to project success.

1. Create WBS

* The project team will break down project deliverables into progressively smaller and more manageable components, which at the lowest level are called work packages. This hierarchical structure will allow for more simplicity in scheduling, costing, monitoring, and controlling the project.

1. Verify Scope

* The project team will receive formalized acceptance of all deliverables with the sponsor and/or customer in the verify scope process.

1. Control Scope

* The project team will monitor and control the project/product scope, as well as manage any changes in the scope baseline. Changes may be necessary to the project scope but must be controlled and integrated to prevent scope creep.

# Scope Management Approach

Authority and responsibility for the scope management will be helped by the project manager, Corneliani Jon Melo, who will work and communicate closely with the project sponsor, Ms. Bernadette Sison, and the stakeholders such as the food concessionaires.

The scope of the project will be defined in the Work Breakdown Structure (WBS), WBS Dictionary and in the Statement of Work (SOW). These documents outline the project deliverables, tasks, and requirements which will be reviewed and approved by the project sponsor and other stakeholders before any work in the development side begins.

The scope of the project will be measured and verified with quality checklists and regular team meetings with the project sponsor. Any deviation from the scope will be addressed during the meeting and through the scope change process.

The scope change process for the Rams E-Caf project will include the submission of a scope change request by the project manager with the final approval being granted by the project sponsor. Every detail included in the scope change request should be reviewed and evaluated to ensure that they align with the project goals and objectives but at the same time, does not negatively impact the project schedule and/or budget.

The final project deliverables will be accepted and approved by the project sposor and the key stakeholders. The project manager on the other hand will be responsible for ensuring that all project requirements have been met. The project will be deemed successful once all of the deliverables have been accepted and any issues have been resolved.

# Roles and Responsibilities

The content above outlines the roles and responsibilities of the key individuals involved in the Rams E-Caf project. Each role has specific responsibilities and is essential to the successful completion of the project. Understanding the roles and responsibilities of each team member is crucial to ensure effective communication and collaboration throughout the project's life cycle. By defining the roles and responsibilities, the project manager can set expectations, delegate tasks, and manage resources efficiently.

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| --- | --- |
| Role | Responsibility |
| Project Manager – Corneliani Melo | The project manager is responsible for leading and managing the project team to achieve the project objectives within the constraints of time, budget, and scope. |
| Developer/IT Head – Jamir Sia | The responsibility of a developer is to write, test, and maintain code that meets the project's requirements and is of high quality. |
| UI/UX Designer/Marketing Head – Nathan Allen Sinaguinan | Responsible for creating intuitive and visually appealing interfaces for digital products that meet user needs and business objectives. |
| Documentation – Isiah Jade Tutor and Joshua Cudal | The responsibility of a documentation specialist is to ensure that all project documentation is complete, accurate, and up to date. |
| Stakeholders – Customers, Food Concessionaires, Client | Responsible for providing input, feedback, and making critical decisions related to the project to ensure its success. |

# Scope Definition

The scope definition for the Rams E-Caf project was developed after the requirements were identified and defined during the requirements definition process. Three documents were created during this process, namely Project Charter, Business Case, and a Stakeholder Management Plan. These documents were used as references when defining the project's scope.

The scope definition process involved developing a detailed description of the project and its deliverables. The Rams E-Caf project aims to create a fully functional e-commerce website for Rams Cafe that will allow customers to purchase food and beverage items online. The deliverables of the project include a functional website, a payment gateway for online transactions, and a user-friendly interface.

To define the project's scope, various tools and techniques were used, such as expert judgment and product analysis. Expert judgment was used to gather inputs from industry experts and stakeholders on the project's requirements and deliverables. Product analysis was done to understand the market trends and competition to ensure that the project meets the customers' demands.

# Project Scope Statement

The project's goal is to address the issues of long wait times, inefficient use of manpower, and the implementation of social distancing guidelines by the IATF in the APC cafeteria with the development of an alternative online ordering system. The project will deliver a functional web application that meets the requirements of the stakeholders and improves the overall cafeteria experience for the APC community which consists of students, staff, and faculty members. The successful completion of the project will be measured by user satisfaction, decreased wait times, increased efficiency for the cafeteria's food concessionaires, and adherence to social distancing guidelines, as well as avoid the long queues with also achieving to process food with a timely manner.

The users will only focus on the APC community and will not include non-APC community and non-APC concessionaires. The project will not include creating a native mobile application hence its infrastructure will be web-based and will be available through most browsers such as Microsoft Edge, Google Chrome, and Firefox. This will only be accessible by having an internet connection hence the project will only focus on this and will exclude problems of having no internet connection. Additionally, the focus solution is to digitalize the ordering system of APC cafeteria and will not interfere changing the lunch time or break time of the APC community, as well as all other solutions.

Furthermore, the project will be supported by the APC by providing monitors or tablets depending on the chosen devices by the concessionaires thus there is no technology constraint. However, the project is subject to budget constraints, as it depends on approval from the project sponsor. Time is also a constraint, as the project must be completed by the end of the term and deliverables must be completed on schedule. The project must deliver a fully functional web application that meets the requirements of the stakeholders and is accepted by them as complete within the available resources and timeline.

The successful completion of the project is based on shared assumptions between the project team and stakeholders. It is assumed that both parties understand the requirements and objectives of the project, and the project team has the technical capability and access to resources to develop and implement the online web application and it is assumed that both parties have agreed on the scope of the project. Moreover, the project team and stakeholders are committed to complying with all relevant laws, rules and regulations, guidelines, including those related to data privacy and security. Consequently, the importance of social distancing and other safety measures to prevent the spreading of COVID-19 is understood, and the implementation of the web application is assumed to aid these measures.

# Work Breakdown Structure

Scope management is a critical aspect of project management that involves defining, documenting, and controlling the project's boundaries. One of the essential tools for effective scope management is the Work Breakdown Structure (WBS), which is used to break down the project scope into smaller, manageable components. The WBS is then used to create the WBS Dictionary, which provides detailed information on the work packages, activities, and tasks required to complete each component. In this section, we will discuss how the project scope for Rams E-Caf will be subdivided into smaller deliverables in the WBS and WBS Dictionary and how these components will be managed during the project's life cycle.

Project Management

1.1 Project Planning

1.2 Project Execution

1.3 Project Control

Requirements Gathering

2.1 Elicitation

2.2 Analysis

2.3 Specification

Design and Development

3.1 Architecture Design

3.2 User Interface Design

3.3 Database Design

3.4 Coding

3.5 Integration and Testing

Quality Assurance

4.1 Test Planning

4.2 Test Case Development

4.3 Test Execution

4.4 Defect Management

Deployment and Support

5.1 Release Management

5.2 Training and Documentation

5.3 Deployment

5.4 Maintenance and Support

Project Closeout

6.1 Acceptance Criteria

6.2 Lessons Learned

6.3 Final Report and Documentation

# Scope Verification

Scope verification is a critical process in project management that ensures that all the deliverables of the project are in line with the scope statement. This section will describe the scope verification process for the Rams E-Caf project, outlining the steps taken to validate that all project deliverables meet the requirements outlined in the project scope statement. This process will help ensure that the project has been completed successfully and all deliverables have been accepted by stakeholders.

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| --- | --- | --- | --- | --- | --- |
| Project Name | *Rams E-Caf: A Web-Based Cafeteria Management System for the Asia Pacific College Cafeteria* | | | | |
| Project Sponsor | Bernadette Sison | | | Project Manager | Corneliani Jon G. Melo |
| Date of Project Approval | | | April 22, 2022 | Last Revision Date | N/A |
| Scope Description | | IN SCOPE:   * Rams E-Caf A Web-Based Cafeteria Management System that handles and monitor sales. * Web-based using any website supported browsers. * Digitization the ordering system of APC cafeteria   Out OF SCOPE:   * Non-APC Community / Non-APC Concessionaires * Native Mobile Application * No internet connection * Changing the lunch time or break time of the APC community, and all other solutions. | | | |
| Project Deliverables | | * System manages accounts. * Customer ability to select vendors. * Customer can you provide feedback. * System ability to view order. * Food Concessionaire can confirm if item has been picked up. * Food concessionaire view reports of current sales * Food concession can edit food menu. * System can provide feedback. | | | |
| Acceptance Criteria | | The project will be accepted when it is agreed by stakeholders from the deliverables that have been met and agreed on. | | | |
| Constraints | | * Budget Limitation * Time Constraints * Resource Availability * Legal and regulatory constraints | | | |
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# Scope Control

Scope Definition: The scope of this project includes the development of a web application that will allow users to select food items, place orders, and make payments online. The scope also includes the integration of the application with the APC account system and the development of a database to store order records.

Scope Control Plan:

* Scope Statement: At the inception of the project, a scope statement shall be contrived which will act as a definitional framework outlining the perimeter and extent of said undertaking.
* Change Control Process: Any changes to the project scope will be managed through a formal change control process. All change requests will be documented and assessed by the project team.
* Scope Verification: The examination of the scope is a fundamental element for project success, and as such, the team will diligently perform routine reviews to confirm that it remains in agreement with set objectives.
* Scope Reporting: The project team will provide regular reports on the project scope to stakeholders, including updates on any changes to the scope.
* Scope Monitoring: The project team will actively monitor the project scope to ensure that it remains within the defined boundaries.
* Scope Management Plan: A scope management plan will be created to outline the overall approach to managing project scope.
* Risk appraisal: The potential hazards connected with any alteration to the undertaking's range of work will be detected and examined, followed by effective measures designed for mitigating identified risks.

By following this scope control plan, the project team can ensure that the project remains within the defined boundaries and is completed within the set timeframe and budget.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Bernadette Sison

Staff at APC Center