



**SCOPE MANAGEMENT PLAN TEMPLATE
FLEEKY HUB**

**FLEEKY CURTAINS
MABINI STREET, BIÑAN CITY,
LAGUNA, 4024**

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TABLE OF CONTENTS

INTRODUCTION.....	3
SCOPE MANAGEMENT APPROACH.....	4
ROLES AND RESPONSIBILITIES.....	5
SCOPE DEFINITION	5
PROJECT SCOPE STATEMENT	5
WORK BREAKDOWN STRUCTURE	8
SCOPE VERIFICATION	10
SCOPE CONTROL.....	14
SPONSOR ACCEPTANCE.....	Error! Bookmark not defined.





INTRODUCTION

Fleeky Hub's scope management plan provides the best practices for using various functionalities of e-commerce websites, as well as the necessary tools to achieve clients' objectives. With the support of the team's mission and vision, the scope management plan is an asset for clients' businesses. Fleeky Hub's team will provide a comprehensive scope plan that can be achieved repeatedly by both the team and the client.

Scope Definition: The scope of the Fleeky Hub will be defined through the following activities:

1. **Requirements gathering:** The team will meet with the client to identify the business needs and problems. A project timeline will be established to create a survey for the client, which will focus on the client's business process, specifically related to e-commerce websites. Additionally, the survey will include questions about the status of the client's employees' tasks and process.
2. **User stories:** After gathering the set of requirements, the team will provide a set of user stories for the end-users, defining the functionality of the client's e-commerce website (Fleeky Hub). The team will organize the user stories hierarchically based on their priority and execute them accordingly. The user stories will guide the development process for the developers.
3. **Scope statement:** The project scope statement will be based on the user stories created by the team, which will serve as the requirements for the project. The project manager will provide the team with deadlines for each iteration to ensure that the requirements are achieved within the given timeframe.
4. **Scope base:** The project scope baseline provides the team's scope statement and user stories as a feasible management plan. The team will provide daily and weekly updates on the project's progress, allowing for ongoing review of the scope statement to identify any necessary changes.

Scope Documentation: The scope of the Fleeky Hub e-commerce website will be documented in the following ways:

1. **Requirements Documentation:** The requirements for the e-commerce website will be documentation in a requirements specification document.
2. **Project management plan:** The project management plan will include the scope statement, the scope baseline, and any other relevant information about the scope of the project.
3. **Change log:** A change log will track the development and project plan, documenting any changes made to the project scope, including the description of the change, its impact on the project, and any required approvals.



Scope Control: The scope of the Fleeky Hub e-commerce website will be controlled through the following activities:

1. **Scope verification:** The project team will use agile testing and waterfall techniques to verify that the deliverable of the project meets the requirements and align with the scope statement that can fully utilize the project implementation every iteration.
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 view:** A scope change review will be held for each iteration request to ensure that the changes is necessary, feasible and aligned with the project's mission, vision and the objectives of the Fleeky Hub/ Fleeky Curtains.

SCOPE MANAGEMENT APPROACH

1. Authority and responsibility for scope management will be held by the Project Manager, Pallas Fontiveros, who will work closely with the Project Sponsor, Ms. Mitzi Garcia, 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 Fleeky Hub 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 assigned in relation to scope management:

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 owner:** The product owner is responsible for representing the needs and priorities of the stakeholders, and for ensuring that the project delivers value to the business.
3. **Project team:** The project team is responsible for verifying the scope of the project, and for raising change requests if necessary.
4. **Stakeholders:** Stakeholders are responsible for providing input on the requirements and scope of the project, and for approving scope changes as needed.

SCOPE DEFINITION

The scope of this project includes the development of an e-commerce website called Fleeky Hub for Fleeky Curtains. The website will feature an order system for the client's customers, which includes creating an account, paying online or via cash on delivery. The website will have two main features: one for the client's customers and the other for the admin/owner side. The admin/owner side of the website will include analytics and inventory management of the products and serve as a queue list to identify all the pending products that have been ordered by customers through the Fleeky Hub website.

PROJECT SCOPE STATEMENT

The project scope statement for the Fleeky Hub e-commerce website project will detail the project's deliverable and the work necessary to create these deliverables. The criterion for the product is that the website is functional and can be used by the client's customers, as it is a working website to navigate and take orders.

Product Scope Description:

The Fleeky Hub e-commerce website is an online platform designed for Fleeky Curtains' customers to easily browse and purchase products through a user-friendly order system. Customers can pay online or through cash on delivery and view their order history and delivery status. The website also provides inventory management and sales reports for the admin/owner. Overall, the website streamlines Fleeky Curtains' business operations and provides a secure and convenient shopping experience for customers.



Product Acceptance Criteria:

Product acceptance criteria are a set of requirements that a product must meet to be accepted. They ensure the product meets the needs of users. For the Fleeky Hub e-commerce website, acceptance criteria will guide development to meet requirements and be delivered on time and within budget.

1. The website must be accessible from multiple devices and browsers and be responsive to different screen sizes.
2. The website must have a secure payment gateway and be able to process payments accurately.
3. The order system must be user-friendly and allow customers to easily browse products, add items to their cart, and complete their purchase.
4. Customers must be able to view their order history, delivery status, and leave feedback for their purchases.
5. The website must provide inventory management and sales reports for the admin/owner to manage the business operations effectively.
6. The website must be tested and verified to ensure it is free of bugs and errors that may negatively impact the customer experience.
7. The website must meet all applicable laws and regulations regarding online sales and data privacy.
8. The website must be delivered within the agreed-upon timeline and budget, with all features and functionalities fully implemented and tested.

Project Deliverables

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

E-commerce website design and development

1. User stories and acceptance criteria
2. Survey results and analysis
3. Scope statement and baseline
4. Change log and change management plan.
5. Weekly and daily progress reports
6. Inventory management system for products
7. Analytics system for tracking website traffic and customer behavior
8. Queue list for tracking pending orders.
9. Payment system for online transactions and cash on delivery

These deliverables are essential for the successful completion and acceptance of the project.



Project Exclusions:

The following work is outside the scope of this project and will not be included:

1. The project does not include any development or integration with third-party applications or services not specifically mentioned in the project scope statement.
2. The project does not cover any physical inventory management or tracking outside of the website's system.
3. The project does not involve any design or development of mobile applications or other non-web-based solutions.
4. The project does not include any significant updates or changes to the client's existing branding or marketing materials outside of the website design.
5. The project does not cover any legal or regulatory compliance issues specific to the client's industry or geographic location.
6. The project does not include any extensive user testing or focus group research beyond what is necessary to define and develop the initial user stories and acceptance criteria.
7. The project does not involve any major changes or updates to the client's existing website hosting or infrastructure.

Project Constraints:

1. Budget constraints: The project must be completed within the allocated budget, which includes costs for development, testing, and any necessary software or tools.
2. Time constraints: The project must be completed within the agreed-upon timeframe, considering any milestones or deadlines set by the client.
3. Resource constraints: The project team must work within the limitations of the available resources, including personnel, hardware, software, and any other necessary tools.
4. Technology constraints: The website must be developed using the agreed-upon technology stack, which includes specific programming languages, frameworks, and platforms.
5. Security constraints: The website must comply with all necessary security requirements, including SSL encryption, secure login and payment processing, and protection against hacking and other cyber threats.
6. Compatibility constraints: The website must be compatible with a variety of web browsers and devices, including desktop computers, laptops, tablets, and smartphones.
7. Usability constraints: The website must be user-friendly and intuitive, with a clean and consistent design that is easy to navigate for both customers and administrators.

Project Assumptions:

1. The client will provide all necessary content and product information in a timely manner.
2. The client has a clear understanding of their business requirements and goals.
3. The client has secured necessary payment and shipping integrations for the website.



4. The development team has the necessary skills and resources to complete the project within the given timeframe.
5. The website will be built on a reliable and scalable platform.
6. The website will be designed and developed with responsive design in mind, to ensure optimal display across various devices.
7. The website will comply with relevant laws and regulations, including data privacy laws and accessibility guidelines.

WORK BREAKDOWN STRUCTURE

The project team will utilize the Work Breakdown Structure (WBS) to create a detailed view of the project scope by breaking it down into smaller components. Each level of the WBS will represent a progressively more detailed view of the project, which will assist in assigning responsibilities to team members and tracking progress. The WBS Dictionary will provide detailed information about each component in the WBS, including the scope of work, deliverables, responsibilities, and any other relevant information. The WBS and WBS Dictionary will be crucial in managing the project scope, ensuring that all aspects of the project are accounted for, and that the project stays on track and within scope.

1. Fleeky Hub
 - 1.1 Pre-development
 - 1.1.1 Planning and Analysis
 - 1.1.2 Determine user requirements
 - 1.1.3 Develop project timelines
 - 1.1.4 Feasibility Assessment
 - 1.1.5 Create Preliminary Scope Statement
 - 1.1.6 Submit Project Plan
 - 1.1.7 Project Proposal Presentation
 - 1.1.8 Project Approval
 - 1.2 Initiation
 - 1.2.1 Create user personas
 - 1.2.2 UI/UX Design
 - 1.2.3 Diagram Flow Diagram
 - 1.2.4 Develop Project Charter
 - 1.2.5 *Deliverable:* Submit Project Charter
 - 1.2.6 Project Sponsor Reviews Project Charter
 - 1.2.7 Project Charter Signed/Approved
 - 1.2.8 Advising





1.3 Development

- 1.3.1 Framework assessment
- 1.3.2 Back-end development
- 1.3.3 Front-end publishing
- 1.3.4 Payment gateway API
- 1.3.5 Integrate functionalities

1.4 Testing and Quality Assurance

- 1.4.1 Test website functionality and usability
- 1.4.2 Stakeholder testing
- 1.4.3 Database checking
- 1.4.4 Gateway testing

1.5 Deployment and Maintenance

- 1.5.1 Launch website
- 1.5.2 Create leads that will land to the website
- 1.5.3 Post-launch monitoring
- 1.5.4 Address issues and bugs

1.6 Closeout

- 1.6.1 Audit Procurement
- 1.6.2 Document Lessons Learned
- 1.6.3 Update Files/Records
- 1.6.4 Gain Formal Acceptance
- 1.6.5 Archive Files/Documents



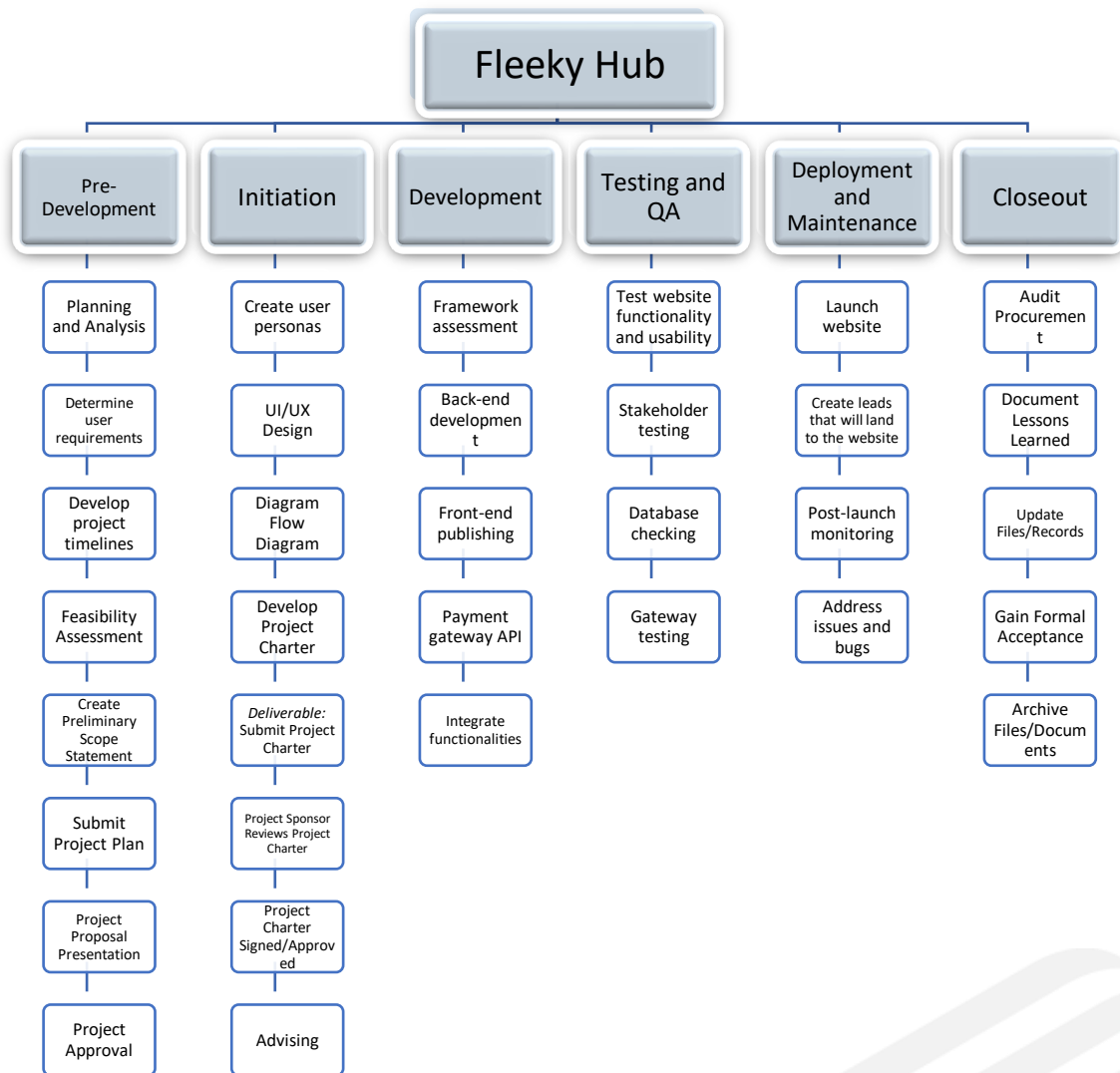


Figure 1.1, Work Breakdown Structure (WBS)

SCOPE VERIFICATION

Scope verification is the process of reviewing the project deliverables to ensure that they meet the requirements specified in the project scope statement. To verify the scope of the Fleeky Hub e-commerce website project, the project team will conduct the following activities:

1. Review the project scope statement and the WBS to ensure that all project deliverables are accounted for.
2. Conduct regular meetings with the client to ensure that their expectations are being met and to address any concerns or changes to the scope.



3. Use the WBS Dictionary to ensure that each component of the project has been completed according to the specifications outlined in the scope.
4. Use testing and quality assurance measures to ensure that the website functions as intended and meets the requirements outlined in the scope.
5. Obtain formal acceptance from the client that the project deliverables meet their expectations and are in line with the project scope statement.

Quality Checklists

In this table, each checklist item is listed in the first column. The second column has a checkbox for "Yes" to indicate that the item meets the quality standard, the third column has a checkbox for "No" to indicate that the item does not meet the quality standard, and the fourth column has a checkbox for "N/A" to indicate that the item is not applicable to the website being evaluated. The evaluator can mark the appropriate checkbox for each checklist item as they go through the evaluation process.

Checklist Item	Yes	No	N/A
Navigation is easy to use and logical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Content is of high quality and relevant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual design is professional and visually appealing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website loads quickly and is responsive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website is optimized for mobile devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website is secure and protected against hacks or breaches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Website is optimized for search engines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Performance Measurements

These performance metrics will be used to monitor the website development project for Fleeky Curtains and make sure it is finished on schedule, within budget, and to the satisfaction of the client. Following these metrics throughout the project will enable Fleeky Curtains to see areas where they are succeeding and those where they might need to make improvements, which will eventually result in a successful project and pleased clients.

Work Performance Measurement	Description	Calculation	Target
Schedule Performance	Measures the actual progress of the project compared to plan	$\frac{\text{Actual completion date of task} / \text{Planned completion date of task} \times 100}{100}$	100%



Cost Performance	Measures the actual cost of the project compared to budget	Actual costs incurred to date / Budgeted costs for the same period x 100	>100%
Quality Performance	Measures the quality of the deliverables produced by the project	Quality metrics such as defect density, user satisfaction, or code review ratings	>100%
Scope Performance	Measures the actual project deliverables produced compared to	Completed deliverables / Planned deliverables x 100	100%
Customer Satisfaction	Measures the satisfaction of the customer with the project	Surveys, customer feedback, or other means	High

Scope Baseline

Scope Baseline Component	Description
Project Scope Statement	<ul style="list-style-type: none">• The goal of the project is to build Fleeky Curtains a new website that will improve its online visibility, boost client involvement, and eventually boost sales.• Deliverables include a fully working website with an intuitive user interface, mobile responsiveness, and simple navigation. A product catalog, shopping cart, and checkout features will all be available on the website.• Requirements: The Django framework will be used to build the website, and a secure server will host it. The website will adhere to web accessibility guidelines and be search engine optimized.
Work Breakdown Structure	<ul style="list-style-type: none">• Website design• Website development• Website testing• Website deployment• Website maintenance
Project Schedule	<ul style="list-style-type: none">• Design phase: 2 weeks• Development phase: 4 weeks• Testing phase: 1 week• Deployment phase: 1 week• Maintenance phase: Ongoing



By creating a clear scope baseline, Fleeky Curtains can make sure that everyone participating in the project is aware of its goals, deliverables, and requirements and that they can collaborate productively to get there.

Formal Acceptance

Project Name: Fleeky Hub: Website Development Project
Project Manager: Pallas Dale Fontiveros

I, Mitzi Garcia, the project sponsor, hereby formally accept the completion of the Fleeky Hub: Website Development Project.

I certify that the project team has successfully provided a fully working website with the following features, and that all project objectives, deliverables, and requirements have been satisfied to our satisfaction.

- User-friendly interface
- Easy navigation
- Product catalog
- Shopping cart
- Checkout functionality

The project team consistently displayed a high degree of professionalism and knowledge throughout the project, which was finished on schedule and under budget. I am happy with the outcome and think it satisfies our company's demands and goals.

I would like to take this opportunity to thank the project team for their devotion and hard work in creating a website that will improve Fleeky Curtains' internet visibility and increase sales.

Signed,

Mitzi Garcia
Owner, Fleeky Curtains



SCOPE CONTROL

Project Name: Fleeky Hub: Website Development Project

Project Manager: Pallas Dale Fontiveros

Scope Control Document

1.0 Purpose

This document's goal is to outline the scope control procedure for the project to develop the Fleeky Curtains website.

2.0 Scope Baseline

The project charter, project management plan, and other project paperwork all provide information on the project's scope baseline. The change control procedure must be followed to authorize any modifications to the project's scope.

3.0 Scope Control Process

The following phases make up the scope control procedure for the Fleeky Curtains website development project:

3.1 Monitor the Project Scope

The project team will keep an eye on the project scope throughout the whole project lifespan to make sure it stays in line with the project goals and organizational requirements. The project manager is in charge of keeping an eye on the project's scope and making any required updates to the project documents.

3.2 Verify Scope

After each project phase or milestone is finished, the project team will confirm the project's scope. To make sure the finished work satisfies the project's criteria, deliverables, and objectives, the project manager will examine it.

3.3 Control Scope

The change control procedure must be followed in order to authorize any modifications to the project's scope. Any suggested modifications to the project scope will be identified and assessed by the project team, and the project manager will examine and either accept or reject the change request. All project stakeholders will be informed of approved changes, which will then be recorded in the project documentation.



4.0 Scope Control Roles and Responsibilities

The scope control process involves the roles and tasks listed below:

- Project manager: accountable for overseeing, validating, and managing the project's scope.
- The project team: is in charge of locating and assessing any suggested modifications to the project's scope.
- The project sponsor is in charge of authorizing any scope adjustments.

5.0 Scope Control Change Request Form

The change control procedure must be followed in order to authorize any modifications to the project's scope. The scope control change request form has to contain the following details:

- Modify the description
- The change's motivation
- Effect on project deliverables, needs, and objectives
- A suggested solution
- Estimated impact on costs and timeline
- Signed authorizations

Signed,

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Pallas Dale Fontiveros
Project Manager





SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

Mitzi Garcia
Owner, Fleeky Curtains

Date: 13 May 2023

