**Scope Management Plan**

**<E-Cliniq>**

**Project V**

**3 Humabon Place, Magallanes**

**Makati City, 1232**

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# Introduction

The Scope Management Plan for E-Cliniq is an essential component of the project that defines the project's objectives, deliverables, and constraints; it will be updated throughout the project to ensure clear communication and scope management. The project team will collaborate closely with project stakeholders to assure delivery success that is in line with the project's scope and limitations.

**Scope Definition:** The scope of the E-Cliniq will be defined through the following activities:

1. **Requirements gathering:** The project team will collect and record system requirements using a number of methodologies, including user interviews and group discussions.
2. **User stories:** The project team will construct user stories that outline the system's functionality from the end user's perspective. These user stories will be prioritized according to their business importance and used to direct the development process.
3. **Scope statement:** Inputs such as user stories and requirements will be used to draft the scope statement. The deliverables, exclusions, and limits of the project will all be outlined in this document.
4. **Scope baseline:** Incorporating the scope statement and the user stories into a project management plan will provide the scope baseline. It will be continually revised as the project develops to account for new requirements.

**Scope Documentation:** The scope of the E-Cliniq will be documented in the following ways:

1. **Requirements documentation:** A requirements specification document will be created to record the system's needs.
2. **Project management plan:** Everything that needs to be known about the project's scope will be included in the project management plan, from the scope statement to the scope baseline and beyond.

**Scope Control:** The scope of the E-Cliniq will be controlled through the following activities.

1. **Scope verification:** The project team will employ agile testing methods to ensure the project's final products are up to par with the project's stated goals and objectives.
2. **Scope change control:** A thorough change control process will be implemented to oversee any alterations to the project's scope, and its effects on time, money, and quality will be evaluated.
3. **Scope change review:** Every requested shift from the project's original scope will be subject to a review to determine whether or not it is essential, achievable, and in line with the project's goals.

# Scope Management Approach

1. John Angel Manahan, the project manager, will be given the authority and responsibility for scope management. He will collaborate closely with Jojo Castillo, the project sponsor, and other important stakeholders to define and manage the project's scope.
2. A detailed Statement of Work (SOW), Work Breakdown Structure (WBS), and Scope Statement will be created to describe the project's scope. Before work starts, the project sponsor and other stakeholders will review and approve these documents, which will clearly explain the project deliverables, tasks, and requirements.
3. The project's scope will be assessed and confirmed using quality checklists, measures of worker performance, and routine comparisons of project development with the baseline scope. The scope change process will be used to identify and remedy any deviations from the scope baseline.
4. For the E-Cliniq project, the scope change procedure entails the Project Manager submitting a scope change request, with the project sponsor giving final approval. Any alterations to the project's scope must be thoroughly assessed to make sure they are in line with its objectives and aims and won't have a detrimental effect on the project's budget or timeline.
5. The project sponsor and other important stakeholders will accept and approve the final deliverables, and the project manager oversees making sure that all project requirements have been satisfied. Once all deliverables have been accepted and any outstanding problems have been fixed, the project will be declared to have been successfully completed.

# Roles and Responsibilities

The following roles and responsibilities have been assigned in relation to scope management:

1. **Project manager:** The scope of the project must be established and documented, and any changes to the scope must be controlled and approved by the project manager.
2. **Product owner:** The product owner oversees illustrating the stakeholders' demands and objectives and making sure the project adds value to the company.
3. **Project team:** The project team oversees confirming the project's scope and, if necessary, submitting change requests.
4. **Stakeholders:** Stakeholders are in charge of offering feedback on the project's requirements and scope and of authorizing changes to that scope as necessary.

# Scope Definition

The scope of this project includes the development of a single system that combines the functionality of patient record management, appointment scheduling, and inventory management to be used by the APC Clinic. This system will include features such operating hour that can prevent any appointments from being set during non-operating hours, notification system for appointment cancellations, and reporting feature for appointment and inventory.

The system will also include an improved record management process to enhance the efficiency and effectiveness of the Clinic.

# Project Scope Statement

The E-Cliniq project's deliverables and the labor required to produce them are described in the project scope statement.

**Product Scope Description:**

The E-Cliniq system will be a web-based tool that allows clinic nurse to manage patient records, appointments, and inventory. It also allows users to see their personal records in the clinic, schedule their own appointments, and receive notifications regarding their appointment. This system will include features such as digitized patient records, setting operating hours, and report generation.

**Product Acceptance Criteria:**

The E-Cliniq will be considered complete and accepted by the customer when it meets the following criteria:

1. All features and functionalities specified in the project scope statement have been developed and tested using the test cases created by the Quality Assurance Team.
2. The system has been successfully deployed within the Asia Pacific College environment.
3. The system has received positive feedback from users during UTA phase.
4. The system has been thoroughly documented and user manuals have been created.

**Project Deliverables**

The following deliverables are as follows:

1. A fully functional scheduling system which can accommodate the number of patients mentioned in the project objectives.
2. Electronically accessible health records that can be retrieved by authorized staff.
3. Report generation based on the criteria requested based on appointments and inventory.
4. Complete documentation created during the process.

**Project Constraints-** The application shall provide analytics with basic insights on the clinic services. The developers will not complete data input for all existing health records during the implementation of the project, this task would befall on the clinic staff as they have administrative privileges when it comes to managing sensitive health records of the students. Medical staff, such as dentists and doctors, outside the school would require approval from one of the personnel in the clinic to access the students’ health records for privacy reasons.

**Project Assumptions-** A list of assumptions for the project:

1. The project team will have access to the necessary hardware and software to implement the new health record system.
2. The project will be completed within the allotted time frame, with no major delays or unforeseen issues.
3. The new system will be co
4. mpliant with relevant standards for health record keeping and privacy.
5. The end-users will be receptive to the new system and will receive sufficient help to be able to use it effectively.
6. The project will not require major changes to existing business processes or workflows.
7. The project team will be able to effectively communicate with the clinic staff throughout the project lifecycle to ensure project success.

# Work Breakdown Structure

**Figure 1.1, *Work Breakdown Structure (WBS)***

# Scope Verification

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

1. Quality Checklists
   * Quality checklists are tools used to ensure that the project deliverables meet the predefined quality standards. It can be used to verify that the software features are functioning as expected and that they meet the stakeholders' requirements.
2. Work Performance Measurements
   * Work performance measurements are used to track the progress of the project against the project plan and performance metrics. It can be used to verify that the project is progressing as planned, and that the project deliverables are being completed according to schedule.
3. Scope Baseline
   * The scope baseline is a document that contains the approved project scope statement, the WBS, and the WBS dictionary. The project team can use it as a reference point to verify that the project deliverables are in line with the project scope statement.
4. Formal Acceptance
   * Formal acceptance is the final stage of project scope verification, where the stakeholders formally accept the project deliverables as meeting the project requirements and objectives. This can be achieved through a series of tests and demonstrations that verify that the software features meet the stakeholders' requirements and expectations.

# Scope Control

Scope control is an essential part of project management that involves monitoring and controlling the project's scope to ensure that it remains within the defined parameters. To effectively control the project's scope, it is crucial to have a change control process that outlines the procedures for making changes to the scope baseline. The following is a comprehensive scope control plan that details the change process for making changes to the scope baseline for the E-Cliniq project:

1. Scope Change Request:
   * The first step in the change process is to identify the need for a scope change and document it in a scope change request.
   * The scope change request should include a detailed description of the change, its impact on the project, and the reason for the change.
2. Scope Change Evaluation:
   * Once a scope change request has been submitted, the project team should evaluate the change request to determine its impact on the project.
   * The evaluation should consider the impact on the project's objectives, schedule, budget, resources, and quality.
3. Scope Change Approval:
   * If the scope change is deemed necessary and feasible, the project team should seek approval from the project sponsor or steering committee.
   * The approval should be documented in writing, including the approved change and any associated modifications to the project plan or baseline.
4. Scope Change Implementation:
   * Once the scope change has been approved, the project team should implement the change and update the project plan and baseline accordingly.
   * The implementation should be done in a controlled and coordinated manner to ensure that the project objectives and constraints are not compromised.
5. Scope Change Communication:
   * Throughout the change process, it is crucial to communicate any scope changes and their impacts to all stakeholders.
   * The communication should include the reasons for the change, the approved change, and any modifications to the project plan or baseline.
6. Scope Change Documentation:
   * Finally, all scope changes should be documented in a change log, including the scope change request, evaluation, approval, implementation, and communication.
   * The change log should be updated regularly and be available for review by stakeholders to ensure transparency and accountability.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

Jojo F. Castillo

Clinic Administrator

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