**Scope Management Plan Template**

This Project Scope Management Plan Template is free for you to copy and use on your project

and within your organization. We hope that you find this template useful and

welcome your comments. Public distribution of this document is only permitted

from the Project Management Docs official website at:

[ProjectManagementDocs.com](http://www.projectmanagementdocs.com/)

**Scope Management Plan**

**SmartBooks: Optimizing Book and Ebook Acquisition and Utilization in Asia Pacific College Library**

**Asia Pacific College**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

**May 1, 2023**

**Table of Contents**

[Introduction 3](#_Toc332300830)

[Scope Management Approach 3](#_Toc332300831)

[Roles and Responsibilities 3](#_Toc332300832)

[Scope Definition 4](#_Toc332300833)

[Project Scope Statement 4](#_Toc332300834)

[Work Breakdown Structure 6](#_Toc332300835)

[Scope Verification 6](#_Toc332300836)

[Scope Control 7](#_Toc332300837)

[Sponsor Acceptance 8](#_Toc332300838)

# Introduction

The SmartBooks project takes a structured approach to manage its scope effectively. By closely collaborating with library staff, students, and the project sponsor, the project team ensures a clear understanding of requirements and priorities. They establish a process to evaluate and approve scope changes, regularly review deliverables, and monitor project activities to prevent scope creeps. Engaging stakeholders throughout the project keeps them informed and involved. This approach ensures that the project stays on track, delivers the desired outcomes, and meets the needs of all stakeholders.

# Scope Management Approach

The SmartBooks project will follow a clear and organized approach to manage its scope effectively. This involves defining and documenting the project's boundaries and objectives. The scope includes implementing an automated library management system to optimize book and eBook acquisition and utilization in the Asia Pacific College Library.

By following this approach, the SmartBooks project will stay on track, deliver the desired outcomes, and meet the needs of library staff, students, and the project sponsor. To manage the scope, the project team will:

* Work closely with library staff, students, and the project sponsor to understand their requirements and priorities.
* Establish a process for evaluating and approving changes to the project scope, ensuring they align with the project's goals.
* Regularly review and validate project deliverables to ensure they meet stakeholders' expectations.
* Monitor project activities to prevent scope creep and address any deviations promptly.
* Engage stakeholders throughout the project, seeking their input and keeping them informed of progress and potential changes.

# Roles and Responsibilities

These roles work together to achieve the goals of the SmartBooks project, ensuring stakeholder involvement, effective project management, system development, and insightful data analysis.

1. **Stakeholders**: Stakeholders in the SmartBooks project have important roles and responsibilities. They provide input and feedback on project requirements, participate in decision-making, review and approve deliverables, ensure alignment with organizational goals, and provide necessary resources and support.
2. **Project Manager:** The project manager oversees the entire project, defining objectives, creating plans, assigning tasks, monitoring progress, and addressing issues. They facilitate communication, ensure quality and timely delivery, and report project status to stakeholders.
3. **System Developers:** System developers design, develop, and implement the SmartBooks system. They understand requirements, code software components, conduct testing, collaborate with other team members, document processes, and provide support during implementation.
4. **Data Analyst:** The data analyst analyzes and interprets data related to book usage, reviews, and metrics. They collect and analyze data, collaborate with stakeholders, generate reports and recommendations, ensure data quality, and assist in testing and validation.

# Scope Definition

The SmartBooks Utilization project aims to enhance book and ebook usage in the library at Asia Pacific College by implementing a data-driven system. This system will enable library personnel to monitor borrowing patterns, identify popular materials, and make informed purchasing decisions. The project scope includes the development and deployment of a software system, training for library staff members on its usage, and seamless integration into existing library workflows. The project's successful completion will be marked by the effective implementation of the system, empowering the library to make efficient and data-backed purchasing decisions.

# Project Scope Statement

**Product Scope Description:**

The SmartBooks project aims to improve book and eBook usage in the library at Asia Pacific College and be cost efficient on gathering resources by understanding student usage patterns through a digital platform. This platform will provide an easy-to-use interface for library staff and students to access and manage resources effectively. Key features include real-time inventory tracking, book recommendations based on usage patterns, and integration with reliable review sources. The project scope involves developing the digital platform, providing user training and support, and integrating it with the existing library infrastructure. The goal is to enhance resource utilization, accessibility, and user experience for both staff and students.

**Product Acceptance Criteria:**

These criteria highlight the key goals of the SmartBooks project, such as successful system implementation, improved book access, positive user experience, and adequate support for staff. Meeting these criteria will ensure the project's success and acceptance by stakeholders. The project will be considered complete and accepted when the following criteria have been met:

1. The automated library management system is implemented according to agreed-upon requirements.
2. Accurate tracking of book usage and popular titles is achieved.
3. Users can easily retrieve and borrow books through the automated system.
4. Positive feedback and satisfaction are received from library staff and students regarding system functionality and usability.
5. Comprehensive training and documentation are provided to support staff in effectively using and managing the system.

**Project Deliverables:**

**Project Exclusions:**

* **Network Infrastructure Upgrades:** Any upgrades or modifications to the existing network infrastructure of the Asia Pacific College Library are not within the scope of the project. The project solely concentrates on optimizing book and eBook acquisition and utilization through the implementation of the automated system.
* **Physical Library Space Renovations:** The project does not involve any renovations or modifications to the physical library space. While the system may help optimize resource utilization, the physical infrastructure and layout of the library are not part of the project scope.
* **Extensive Customization of the System:** The project excludes extensive customization of the library system beyond the initially defined requirements. The focus is on delivering the core functionalities of usage pattern analysis, reliable reviews integration, and updated collection development policy.

**Project Constraints:**

* **Budget:** The project must stay within the allocated budget, and any additional expenses require approval from the project sponsor.
* **Time:** The project must be completed within the agreed-upon timeline, and any potential delays must be communicated to the project sponsor and stakeholders.
* **Technology:** The project must utilize the existing library website platform, with any necessary upgrades approved by the IT department.
* **Staffing:** The project must be carried out using the current library staff resources, without additional staffing allocation.

**Project Assumptions:**

1. **Adequate Budget Allocation:** The library has allocated a sufficient budget to purchase additional books and eBooks based on the usage data. This ensures that the library can acquire materials that are in demand and align with student needs.
2. **Skilled Staff for Data Analysis:** The library staff possesses the necessary skills and training to analyze the usage data and make informed purchasing decisions. Their expertise allows for effective interpretation of data insights and selection of relevant materials for acquisition.
3. **Sufficient Storage Capacity:** The library has an adequate amount of storage space to accommodate the additional books and eBooks that will be acquired based on usage data. Sufficient storage ensures that the library can effectively manage and organize the expanded collection.
4. **Website Compatibility:** The library's website is capable of accommodating the additional data and features required to display usage patterns. This assumption implies that the website infrastructure and design can support the integration of usage data and provide a user-friendly interface for students and staff.
5. **Accuracy of Borrowing Information:** It is assumed that students will provide accurate information when borrowing books and eBooks. This assumption is crucial for ensuring the reliability and integrity of the usage data collected for analysis and decision-making.

# A picture containing text, screenshot, font, poster Description automatically generatedWork Breakdown Structure

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

# Scope Verification

Scope verification is the process of reviewing and confirming that the SmartBooks project has achieved its goals and delivered all the planned outcomes. This involves:

* **Reviewing Project Objectives:** The project team and stakeholders check if the project objectives, such as optimizing book acquisition, generating usage pattern reports, integrating reliable reviews, updating the collection development policy, and implementing the automated library management system, have been met.
* **Assessing Deliverables:** The project team examines each completed deliverable, like the usage pattern report, reliable reviews integration, updated policy, and operational system. They compare these deliverables against the requirements to ensure they meet the intended scope and functionality.
* **Stakeholder Feedback:** Library staff and students provide their input and feedback on the deliverables to assess their satisfaction and confirm that the outcomes meet their expectations and needs.
* **Documenting Results:** The results of the scope verification process are documented, including any identified discrepancies or issues. This documentation serves as evidence that the project deliverables have been reviewed and confirmed to align with the defined scope.

# Scope Control

The Scope Control process will be used to monitor the status of the project's scope and ensure that it remains within the defined boundaries. The following tools and techniques will be used to control the scope of the Smartbooks project:

* **Scope Baseline:** The Scope Baseline document will serve as a reference for measuring project performance and controlling changes to the project scope. The Scope Baseline will be updated as necessary to reflect changes in the project scope.
* **Documentation:** Keeping a record of approved scope changes, including the rationale behind the changes, their impact on the project, and any adjustments made to the project plan or deliverables as a result.
* **Communication:** Regularly communicating scope changes, updates, and decisions to all relevant stakeholders. This ensures transparency and alignment among project team members and stakeholders regarding any modifications to the project scope.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

This free Project Scope Management Plan Template is brought to you by [www.ProjectManagementDocs.com](http://www.ProjectManagementDocs.com)