**Scope Management Plan**

**Manpower Allocation and Planning System(MAPS)**

**Traves Maintenance and Services Incorporated**

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# Introduction

The scope management plan for the Manpower Allocation and Planning System outlines the best practices and appropriate tools that will be used to define, document, and control the scope of the said project.

Using agile methods, this document will serve as an outline for the consensus among stakeholders, including the developers, project sponsor and project manager by outlining the boundaries, goals and outcomes of Manpower Allocation and Planning System Project.

The scope of the Manpower Allocation and Planning System will be defined through the following activities:

1. **Requirements gathering:** The project team will use a variety of techniques to gather and document the requirements for the system, including users' interviews, focus group

discussions, and online surveys.

2. **User stories:** The project will use User stories to serve as a user-centered and flexible means of capturing, prioritizing, and communicating project requirements. These will still be focused on the business value to guide the development process.

3. **Scope statement:** The scope statement is generated by utilizing user stories and requirements as inputs. It will offer a broad summary of the project's scope, encompassing the deliverables, exclusions, and limitations.

**4. Scope baseline:** The scope baseline and user stories will be incorporated into a project management plan to establish the Scope Baseline. It will be periodically updated as the project develops to reflect any scope modifications.

**Scope Documentation:** The scope of Manpower Allocation and Planning 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 scope statement, scope baseline, and other relevant information pertaining to the project's scope will all be included in the project management plan.

**3. Change log:** A change log will be maintained to track all changes to the scope of the

project, including the description of the change, the impact on the project, and the required approvals.

# Scope Management Approach

1. Authority and responsibility for scope management will be held by the Project Manager, John Carlo Macorol, who will work closely with the company and other define and manage the scope of the project.
2. The development of a thorough Statement of Work (SOW), Work Breakdown Structure (WBS), and WBS Dictionary will be used 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. A quality checklist, work, and other methods will be used to gauge and confirm the project's scope. performance evaluations and regular comparisons of the project's advancement to the scope baseline. The scope change process will be used to identify and remedy any deviations from the scope baseline.
4. The scope change process for the Manpower Allocation and Planning System will involve the submission of a scope change request by the Project Manager, with final approval being granted by the project sponsor. Any changes to the scope of the project must be carefully evaluated to ensure that they align with the project's goals and objectives, and do not negatively impact the project schedule or budget.
5. The final project deliverables will be accepted and approved by the project sponsor and other key stakeholders, with the Project Manager being responsible for ensuring that all project requirements have been met. The successful completion of the project will be confirmed once all deliverables have been accepted and any outstanding issues have been resolved.

# Roles and Responsibilities

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

|  |  |  |
| --- | --- | --- |
| **Roles** | **Name** | **Responsibilities** |
| Project manager | John Carlo Macorol | The project manager is responsible for defining and documenting the scope of the project, as well as controlling and approving scope changes. |
| Product 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. |
| Development team | Lindsey, Rimorin Jerico Rodriguez Martin Gabrielle Restua | The project team is responsible for verifying the scope of the project, and for raising change requests if necessary. |
| 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 aims to have integrate a scheduling process to the company’s project service management. The system will contain the following features:

* Project Management feature with service status tracking
* Scheduling Feature for technicians
* Service Reports Submission
* Leave submissions for technicians and Supervisors

# Project Scope Statement

The project scope statement for the Manpower Allocation and Planning System will detail the project's deliverables and the work necessary to create these deliverables. The scope of this project is to make a system for the company to have a database of information for its clients and have a viewing module to schedule and allocate human resource to projects, and have a backup copy for all Service Reports that the company will receive.

**Product Scope Description:**

The Manpower Allocation and Planning system will be a web-based tool that allows Supervisors to plan and schedule technicians' activities, such as service calls, site visits, and other maintenance tasks. It will also allow Coordinators to track the progress and accomplishments of technicians, as well as monitor the performance of the teams and individuals they oversee.

The system will also include a digital backup of Service Reports that technicians will be sending every after services.

**Product Acceptance Criteria:**

The Manpower Allocation and Planning System 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 Developers.

2. The system has been successfully deployed within the Traves Maintenance and Services Inc. environment.

3. The system has received positive feedback from users during UTA.

4. The system has been thoroughly documented and user manuals have been created.

**Project Deliverables**

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

1. Fully functioning Manpower Allocation and Planning System

2. User manuals and training materials

3. Technical documentation

4. Any additional deliverables as specified in the Project Scope Statement and agreed upon by the company.

**Project Exclusions:**

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

1. Integration of other systems or software not specifically mentioned in the project scope

statement

2. Customization or modification of the system beyond the scope specified in the project scope statement

**Project Constraints:**

The following constraints will impact the project:

1. Limited budget

2. Availability of resources such as workforce.

# 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 Manpower Allocation and Planning Systemdeliverables satisfy the original scope. These methods include:

**Quality Checklists**

These lists will outline the specific requirements that each deliverable is met in

order to be accepted. The project team will use these checklists to verify that each

deliverable meets all necessary criteria before moving forward.

**Work Performance Measurements**

The project team will track and measure the progress of each deliverable as it is

being developed. This will allow the team to identify any potential issues or

deviations from the original scope and address them in a timely manner.

**Scope Baseline**

The project team will maintain a scope baseline, which is a snapshot of the original

project scope. Any changes to the scope must be documented and approved

before they are implemented. The scope baseline will be used to ensure that the

final deliverables meet the original scope.

**Formal Acceptance**

The project sponsor, customer, and other stakeholders will formally accept each

deliverable as it is completed. This ensures that the project team is meeting the

expectations of all relevant parties — allowing any necessary feedback or changes

to be made in a timely manner.

Overall, it is important that the project team maintains consistent communication and

collaboration with the customer and other stakeholders throughout the project in order to

ensure that the deliverables meet the original scope and are formally accepted.

# Scope Control

The scope control process for the project will involve regular reviews of the project's deliverables

and progress to ensure that they align with the original project scope as defined in the Project

Scope Statement. Any deviations from the scope will be evaluated and, if necessary, changes to

the scope will be documented and approved through the established scope change process. The

Project Manager will be responsible for monitoring and controlling the project's scope, with

assistance from the project team and stakeholders. Periodic reviews of the project's scope will

be conducted to ensure that the project remains on track and within the defined boundaries. The

project manager will also be responsible for ensuring that any scope changes are properly

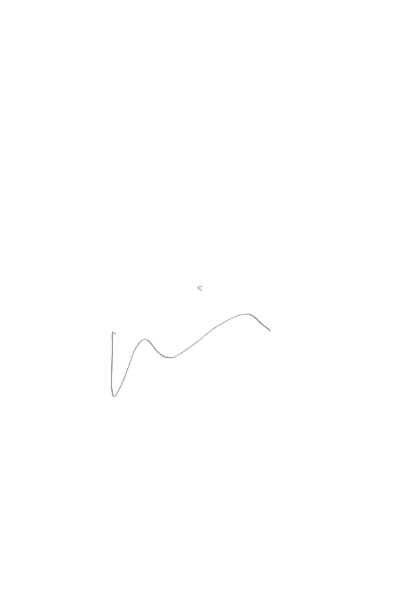
documented and that all impacted parties are notified of any changes.

The scope control process for the Manpower Allocation and Planning Systemwill involve the following

steps for 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 scope change request will be reviewed by the Project manager and the Project Sponsor to assess the impact of the change on the project schedule, budget, and resources.
3. If the change is deemed low impact, the Project Manager can approve or deny the request. If the change is deemed high impact, the Project manager can approve or deny the request. Any low impact change request approved or denied by the Project Manager can be reviewed and overruled by the Project Sponsor.
4. If the request is approved, the Project Manager will create an action plan to proceed with the change and update the scope baseline and notify all relevant stakeholders of the change.
5. If the request is rejected, the project team will continue with the original scope. It is important to have a formalized process for making changes to the scope baseline in order to ensure that the project stays on track and within budget. Any changes to the scope should be carefully assessed and approved in order to avoid scope creeps and keep the project on track.

# Sponsor Acceptance

Approved by the Project Sponsor:

Date: September 12, 2023

Romel Espineda

Traves Maintenance and Services Incorporated President