Accountability

Name (time spent in minutes)

Edward Sims (~50)

Rodolfo Magasrevy (~60)

Jasmine Savwoir (~40)

Brian Batinchok (~45)

### The Scope Management Plan

**Lake Baldwin Music Academy - Assignment 4**

**Project name: LBMA Streamlining**

**Project team name: BREJ Sound, Inc.**

**Names of the project team members:**

* Edward Sims
* Rodolfo Magasrevy
* Jasmine Savwoir
* Brian Batinchok

**A brief project description: -- NEED**

BREJ Sound, Inc. is involved with instrument repair of the Lake Baldwin area. As part of the repair process, an inventory of instruments is maintained for record-keeping purposes. BREJ Sound, Inc. wants to streamline this process to lower operating costs, increase its service efficiency, and create higher customer satisfaction by reducing transaction times. BREJ Sound, Inc. wants to incorporate a server to process new orders and log repairs. In addition, BREJ Sound Inc, also wants to add three workstations with server access to document repairs being done.

**The project’s MOV**:**-- NEED (Jasmine)**

* Desired Area of Impact (Rank these: Strategic, Customer, Financial, Operational, Social)

1. **Operational**
2. **Customer**
3. **Financial**
4. **Strategic**
5. **Social**

* Desired Value: Better, Faster, or Cheaper?

**BREJ Sound Inc. wants to both lower the cost of instrument repair in the Lake Baldwin area and also make the process of repair much faster so customers can get back to playing music as soon as possible.**

* Appropriate Metric: Expectation for shareholders on a completed project

**By the completion of this project, shareholders should expect a 15% to 25% decrease in the overall cost of instrument repair and also for the time of a completed repair service to be decreased from a week or more to no more than 5 days.**

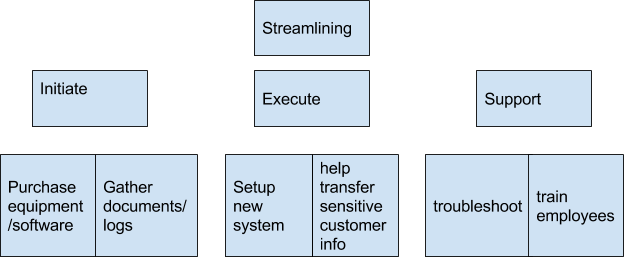
* Timeframe: When will the target metric be achieved?

**We should be able to achieve our target metric within the next 2 months.**

* Summarize the MOV

**This project will be successful if we achieve our operational goals of lowering costs by 15% to 25%, making repair more efficient by reducing the time service is completed to no more than 5 days, and if we achieve our target metric within the next 2 months.**

**A Deliverable Structure Chart (DSC): -- NEED, → Edward ←**  This should be based upon the project life cycle and the systems development life cycle. You should begin by creating a hierarchical chart that defines all of the project and system development phases. The system development phases will depend largely on the development approach you will use (i.e., waterfall, rapid applications development, etc.). After you have identified all of the project phases, the next step in developing a DSC is to identify at least one project or product deliverable for each phase.



**A use case diagram (UCD)**: **-- NEED, → Brian ← -- NEED, → Jasmine ←** Use Case Diagrams belong to the behavioral category of the Unified Modeling Language. Find out more information at [uml.org](http://www.uml.org/). A UCD defines the high-level features and functionality that the application system should include. Here are some brief steps to building a UCD:

Drawing a box to represent the system boundary.

Draw stick figure or people to represent the actors of the system. Actors can be users, managers, customers, or even other systems that will interact with or *use* the application system. Actors should be drawn on the outside of the system boundary. Be sure to label each actor with a descriptive name to describe the actor’s role.

A use case is a particular function that application system will perform. Draw an oval inside the system boundary for each function, and label the oval with a descriptive name. Examples of use cases are update customer information, print employee overtime report, create new vendor record, and so forth. This is an important step during your project that requires a great deal of interaction with your client. Unfortunately, you will not have access to a real client so you can be creative. Keep in mind, however, that additional (and often unused) functionality will result require more time and resources to build the system. Subsequently, this will add to the project’s schedule and budget. You and your team should keep in mind that any features and functionality of the system should help the organization achieve its MOV.

Draw a connecting line to identify the actors who will make use of a particular use case.



**A Scope Change Process**: **-- NEED, → Rodolfo ←** Together, the DSC and UCD define what will and what will not be part of the project scope. In short, the project team is responsible for delivering everything that is listed in the DSC and UCD. Unfortunately, items may be overlooked and need changes. Adding deliverables or functionality to the system is an important decision. Therefore, develop a logical process that your client and team will follow for identifying, cataloging, managing, and responding to a scope change request. Be sure to include templates or examples of any forms or logs that will be used to support the scope change process.

* Identifying a scope change request:
  + Requires approval by appropriate stakeholders.
  + Requires Scope Change Request Form submission
* Cataloging a scope change request:
  + File Scope Change Request Form in database
* Managing a scope change request
  + Project managers must carefully weigh the costs and benefits of scope changes.
  + Ensure that project scope changes include associated cost and schedule changes.
  + It is crucial for the project manager to lead the team in its focus on achieving approved scope goals and not getting sidetracked into doing additional work.
* Responding to a scope change request:
  + If scope changes occur on the project, the duration estimates should be updated to reflect those changes.
  + It is also helpful to review similar projects and seek the advice of experts in estimating activity durations.
  + Scope changes often influence the team’s ability to meet project time and cost goals, so they must be recalculated.

**Scope Change Request Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | Project Ref. No. | Prepared By | Date Prepared |
| **LBMA Streamlining** |  | **BREJ Sound, Inc.** |  |
| Customer | Business Unit / Dept. | Contact | Project Type (STD / ADV) |
|  |  |  | STD |

|  |  |  |
| --- | --- | --- |
| **Person(s) Requesting Change:** | | |
| **Change Number:** | | |
| **Detailed Description of Scope Change Requested:** | | |
| **Reason for Scope Change Requested:** | | |
|  | | |
| **Effect on Project Cost:** | | |
| **□ Projected Cost *Overrun* of approximately**       **%** | | |
| **□ Estimated Cost *Reduction* of approximately**       **%** | | |
|  | | |
| **Effect on Schedule:** | | |
| **□ Planned Project Completion Date:** | | |
| **□ New Project Completion Date:** | | |
| **Additional Remarks:** | | |
| **Approval** | **Project Manager** | **Date** |
| **Approval** | **(Other)** | **Date** |