**Scope Statement (Version 1)**

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| **Project Title: Room Booking System Prototype**  **Date:** 13 April 2020 **Prepared by:** Covid - 05 |
| **Product Characteristics and Requirements: (users requirement stated in the specs)**  1. Creating a working prototype of a room booking system  2. Staffs user able to create and manage rooms  3. Staff user able to adjust prices, date/time availability and capacities of  the room and create promotional codes for discounts  4. Student user able to view list of rooms  5. Student user able to choose a specific date/time for a room  6. Student user able to cancel or modify an existing booking |
| **Product User Acceptance Criteria:**   1. Project runs within the proposed budget 2. Project is completed within deadline 3. Meets all requirements stated by the CIO 4. Users are able to easily navigate around the system and use its functions without requiring assistance   **Summary of Project Deliverables**  **Project management-related deliverables:**  Project planning   1. Project charter ✓ 2. Team contract ✓ 3. Organisational chart ✓ 4. Scope statement ✓ 5. Cost management plan ✓ 6. Human Resource plan ✓ 7. Project schedule ✓ 8. WBS ✓ 9. Cost baseline ✓   Project Execution   1. Meeting Minutes ✓ 2. Progress Report ✓ 3. Risk forecast ✓ 4. Issue Log ✓ 5. Final project presentation 6. Lesson-learnt Report   **Product-related deliverables:**   1. Final report 2. System prototype 3. Software code (HTML) 4. Database system (PHP) |