

Project Scope Submission

Aashish Komaragiri (adkoma), Tyler Rebischke (trebisck), Guan Lin (glin19), Derek Thomas (derekth), Khushveen Umra (kumra), David Vachlon (dvachlon)

Project Scope

Project Scope Information

Best Community Service is a non-profit organization, with the intent of supporting the local community - offering numerous different services. These services include rentals, requests for transportation, homecare, and donations. Some services will require small fees to cover costs, while other services will be free. Best Community Service wants to create a website aimed to help employees, volunteers, and customers in understanding and managing the activities and events serviced by the Best Community Service. The Project Manager will oversee this project, and make sure all operations being conducted during development of the website adheres to the project scope baseline. The project's primary goal is to create a fully-functional website that is easily navigable, and allow for a better understanding between employees, volunteers, and customers when using the services provided by the Best Community Service website. Ashraf Gaffar, the client, will provide complete information on the objectives needed to reach the overall project goal.

These objectives include

- Develop multiple pages, including a rental page, for rooms and services such as classes, a request page for individuals to seek transportation and home visits, and a donations page where people may donate money anonymously or not
- Utility modules, such as a calendar and a payment system, that will be shared by our standalone and composite modules
- Having various user types, which will grant or restrict access to portions of the website to the particular user types
 - User types - employees, volunteers, customers

Project Deliverables

- Project Charter
- Project Scope Management Plan
- Work Breakdown Structure
- Developing Project SRS
- 3-4 Layer Detailed Diagram of Best Community Service Project

- Develop a website with the necessary pages needed to build the Best Community Service web application
- Build different user types to allow for needed and unneeded access for different users
- Develop a performance chart to track the effectiveness of the project scope baseline

Project Change Control Process

- We will be using a performance tracker to utilize the effectiveness of the project scope baseline
- When we as a group make changes to the project, we will keep track of changes and adjust the project scope accordingly.
- A change in our project is aimed for corrective action.
- When we conduct changes, we will document the changes and the performance resulting from it
- All Changes that are being requested must be approved by the client Ashraf Gaffar

Collecting Requirements

All information relating to the requirements will be covered in the “Developing Project SRS” deliverable

Work Breakdown Structure

All information necessary with the Work Breakdown Structure is in the “Creating WBS” deliverable

Scope Validation Process

1. Work Performance Information

- a. As a group of project members, a responsibility we have is examining the work product and determining if it follows the standards mentioned in the project scope
- b. Every inspection includes a walk-through of the functionality of the Best Community Service website, and an overall review of the web application adhering to guidelines given by the client.

2. Deliverables

- a. All accepted deliverables must meet the acceptance criteria of the plan being initiated.
- b. Deliverable must be approved the Project Manager [Tyler Rebishcke]

3. Change Requests

- a. When deliverables are declined, they are documented with the reasoning on why the given deliverable got declined
- b. The changes that requested to be made on the deliverable will have to be made
- c. After we have finished the given changes, the scope validation process starts again

Controlling Scope

Control Process

- Project Manager ensures that at all times the project team is following the project scope
- In cases where change requests occur, follow the Process Change Control Process mentioned in the project scope to ensure that we are still meeting requirements given by the client.