

Scope Statement (Version 1)

Project Title: Revamping of UOW room booking system

Date: 10/10/2022

Prepared by: Debra Tan Yi Wei

Product Characteristics and Requirements:

1. System should allow user/student to view the list of rooms available, make a booking of one or more rooms, modify an existing booking and cancel an existing booking
2. A staff user should be able to create a room, launch a room, adjust the price, date/time, promotional codes, and capacity of the room.
3. Only a UOW staff can perform the staff's role and only a UOW student can perform the student role.

Product User Acceptance Criteria:

To be able to complete the project within stipulated budget, scope and schedule.

Summary of Project Deliverables

Project management-related deliverables: business case, project charter, team contract, project scope statement, work breakdown structure (WBS), project schedule, cost management plan, human resource plan and allocation, risk management plan cost baseline, status reports, final project presentation, final project report, lessons-learned report, milestones reports and any other documents required to manage the project.

Product-related deliverables: research reports, design documents, software code, hardware, etc.

1. Research on other room booking systems
2. Software code
3. Demonstration of the solution in video form

Scope Statement (Version 2)

Project Title: Revamping of UOW room booking system

Date: 27/10/2022

Prepared by: Debra Tan Yi Wei

Product Characteristics and Requirements:

Product Characteristics

By Staff User:

Room creation and management can only be done by a staff user, he/she can:

1. Create a room
2. Launch a room (make available for reservations of a newly created room)
3. Adjust the price (each booking is chargeable), date/time, promotional codes, and capacity of room

By Student User:

Room booking can only be done by a student user, he/she can:

1. View the list of rooms available
2. Make a booking of one or more rooms
3. Modify an existing booking
4. Cancel an existing booking

By Super User:

System administration function will allow a UOW staff who is not a Staff user to perform room administrative operations:

1. Approve all newly created rooms before it is shown to students to book
2. View the current status of a booking (pending approval/approved)
3. View the usage of a particular room based on a selected date range

Requirements

1. Only a UOW staff can perform the staff's role
2. Only a UOW student can perform the student's role
3. A Super User is a UOW staff but cannot take on any other roles such as normal Staff user or Student user

Product User Acceptance Criteria:

To be able to complete the project within stipulated budget, scope and schedule.

Summary of Project Deliverables

Project management-related deliverables: business case, project charter, team contract, project scope statement, work breakdown structure (WBS), project schedule, cost management plan, human resource plan and allocation, risk management plan, cost baseline, status reports, final project presentation, final project report, lessons-learned report, milestone reports and any other documents required to manage the project.

Product-related deliverables: research reports, design documents, software code, hardware, etc.

1. Research on other room booking systems
2. Software code
3. Demonstration of the solution in video form