Iota Gamma Directory Conversion

SCOPE MANAGEMENT

Working Group 4

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November 26, 2017

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INTRODUCTION

The Scope Management Plan provides the scope framework for this project. This plan documents the scope management approach; roles and responsibilities as they pertain to project scope; scope definition; verification and control measures; scope change control; and the project's work breakdown structure. Any project communication which pertains to the project's scope should adhere to the Scope Management Plan.

The Iota Gamma Directory Conversion (IGDC) project will include the design, testing, and delivery of a web-based system that allows the Chapter to maintain its member directory in a centralized, secure, and accessible manner. All personnel and software resources will be managed by the project team, Working Group 4 (WG4). All project work, including testing, will be independent of daily operations of the Chapter. All project funding requires approval from the project sponsor, and will be managed by the project manager. This project will conclude by April 28, 2018, when the closure report is submitted. This date falls within 7 days of the deployment of the web-based member directory system, at which time all project/technical documentation will have been completed and distributed to the appropriate personnel.

SCOPE MANAGEMENT APPROACH

For this project, scope management will be solely the responsibility of the project manager. The scope for this project is defined by the Scope Statement and Work Breakdown Structure (WBS). The project manager, sponsor, and stakeholders will establish and approve documentation for measuring project scope, which includes deliverable quality checklists and work performance measurements. Proposed scope changes may be initiated by the project manager, stakeholders, or any member of WG4. All change requests will be submitted and evaluated based on the change management process. Upon approval of scope changes by the project sponsor, the project manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the project manager and stakeholders, the project sponsor is responsible for the acceptance of the final project deliverables and project scope.

ROLES AND RESPONSIBILITIES

The Project Manager, Sponsor and team will all play key roles in managing the scope of this project. As such, the project sponsor, manager, and team members must be aware of their responsibilities in order to ensure that work performed on the project is within the established scope throughout the entire duration of the project. The table below defines the roles and responsibilities for the scope management of this project.

Name	Role	Responsibilities
Shelley Worrell	Sponsor	- Approve or deny scope change requests as appropriate - Evaluate need for scope change requests - Accept project deliverables
Ingrid Henricksen	Project Manager	- Measure and verify project scope - Facilitate scope change requests - Facilitate impact assessments of scope change requests - Organize and facilitate scheduled change control meetings - Communicate outcomes of scope change requests - Update project documents upon approval of all scope changes
Sue Argentieri	Systems Engineer	- Measure and verify project scope - Validate scope change requests - Participate in impact assessments of scope change requests - Communicate outcomes of scope change requests to team - Facilitate team level change review process
Luis Sanchez-Artu	Systems Designer	- Participate in defining change resolutions - Evaluate the need for scope changes and communicate them to the project manager as necessary
Peres Doubeni	Software Engineer	- Participate in defining change resolutions - Evaluate the need for scope changes and communicate them to the project manager as necessary

SCOPE DEFINITION

The scope for this project was loosely defined, and a more thorough requirements process is needed. Thus far, a thorough analysis was performed on IG's current member directory. An evaluation of the updating process was considered; from this, the project team was able to assess the process, and developed the project requirements for what the new web-based system must accomplish. Further discovery is expected to mildly affect the number of fields in the database.

The project description and deliverables were developed based on the project requirements and input from WG4 in website design, technical support, data systems, and programming applications. This process of expert judgment provided feedback on the most effective ways to meet the original requirements: providing a new web-based system that allows IG to maintain its member directory in a centralized, secure, and accessible manner.

PROJECT SCOPE STATEMENT

The project scope statement provides a detailed description of the project, deliverables, constraints, exclusions, assumptions, and acceptance criteria. Additionally, the scope statement includes what work should not be performed in order to eliminate any implied but unnecessary work that falls outside the of the project's scope.

PRODUCT SCOPE DESCRIPTION

The IGDC project includes the design, programming, testing, and implementation of a new web-based system for maintaining IG's member information.

PRODUCT ACCEPTANCE CRITERIA

During the closing phase of the project, WG4 will provide their project closure report and project task checklist to Ms. Worrell, who will then review it for final approval. The acceptance of this documentation by Ms. Worrell will acknowledge acceptance of all project deliverables and that WG4 has met all assigned tasks.

PROJECT DELIVERABLES

- Information security compliant database with member information
- User-friendly, web-based program that displays and updates database information
- Field-based interactive help
- Compilation of project and technical documentation

- Recommendation guides for continuing security compliance

PROJECT EXCLUSIONS

This project does not include ongoing updates, enhancements to and/or maintenance of the new web-based member directory system after it has been implemented. The scope also does not entail facilitating future content management for general sorority or chapter information.

PROJECT CONSTRAINTS

- Interest in the project by the IG president may be limited

- The project must be completed by the end of April 2018

- The organization will not contribute additional monetary funding
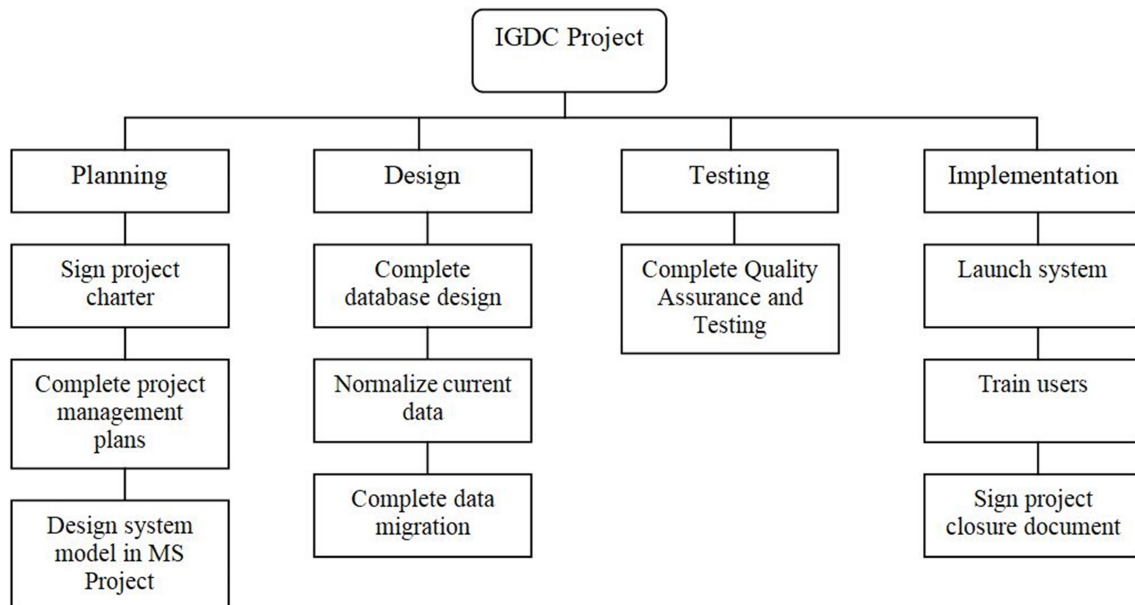
- No part of the project can be outsourced

PROJECT ASSUMPTIONS

- Project documentation will be maintained and given to the sponsor at completion

- Project team will assume responsibilities as needed to meet schedule deadlines

- IG members have consented to include their information in a new web-based system

- All project resources will remain available throughout the project lifecycle

- Project team member dismissal or leave will have a contingency plan

- Working Group 4 will sign a non-disclosure agreement

- Web hosting services will be analyzed to ensure service requirements are met

- The chosen languages for the web-based application will be HTML, CSS, and Javascript

- Either JQuery or PHP will be chosen as a server-side language

- The assumption log is regularly maintained

- The software engineer will have gained a proficiency level in the programming languages

WORK BREAKDOWN STRUCTURE

In order to effectively manage the work required to complete this project, it will be subdivided into individual work packages which will not exceed 10 hours of work each week. This will allow the project manager to more effectively manage the project's scope as the project team works on the tasks necessary for project completion. The project is broken down into four phases: the design phase; the programming phase;

the testing phase; and the implementation phase. Each of these phases is then subdivided further down to work packages which will require no more than 10 hours of work and no less than 5 hours of work each week (see WBS structure below).

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SCOPE VERIFICATION

As this project progresses, the project manager will verify interim project deliverables against the original scope as defined in the scope statement and WBS. Once the project manager verifies that the scope meets the requirements defined in the project plan, the project manager and the project sponsor will meet for formal acceptance of the deliverable. The sponsor will accept the deliverable by signing a project deliverable acceptance document. This will ensure that project work remains within the scope of the project on a consistent basis throughout the life of the project.

SCOPE CONTROL

The project manager and the project team will work together to control the scope of the project. The project team will ensure that they perform only the work described in the WBS and generate the defined deliverables for each WBS element. The project manager will oversee the project team and the progression of the project to ensure that this scope control process is followed.

If a change to the project scope is needed, the change management plan should be consulted to carry out a change request process. Upon acceptance of the scope change by the project sponsor, the project manager will update all project documents and communicate the scope change to all project team stakeholders.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____

Shelly Worrell

Project Sponsor

Date: _____