**Project Scope Statement**

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| Project Name: | Visitor Management System | | |
| Project sponsor: |  | (Team member position): | Marvin Coronel |
| (Team member position): | Paulo Kloster | (Team member position): | Rocelle Valdez |
| Date: | 7/10/2022 | Company: | NZSE |

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| Scope Description | This project will design and make a Visitor Management System Software that will help the visitor to create a meeting with a specific staff of the school for any proper reason they might be for and helps the Admin or School staff to see the number of visitors who visited the school premises, how long the meeting lasts, the visitor details and reason for the visit. The admin can do the check-in/check-outs for the visitor in case the kiosk is in need of fixing or have a problem with the hardware.  The software needs to be set up and operate on the kiosk that will be located on the front desk of the school and for each computer for the staff and it must be tracked and monitored by the admin. |
| Acceptance Criteria | The project can only be considered complete when:   * The successful design of the Visitor Management Software. * Successful implementation of the software on each machine's system. * The successful delivering of instruction manuals for the software for the staffs, admin, and visitors. |
| Project Deliverables | The project will create the following based on the client’s requirements:  Visitor Management System   * A welcome page from the visitor side * A sign-in page from the visitor side * A visitor information page * A visitor registration sign-out page * A policy agreement page from the visitor side * A dashboard login page from the admin side * A dashboard from the admin side * A check-in modal from the admin side * A visitor’s profile from the admin side * A login page from the staff side * A dashboard from the staff side * A check-in modal from the staff side * A staff management page * A visitor’s profile from the staff side * A staff listing page * A modal page for the one-time password of the visitors from the staff side |
| Project Exclusions | The following are the factors that are out of the project scope:   * The project will create a Visitor Management System Software but will not provide any equipment or machine to the company. * The project will only be limited for computers and will not include any software for mobile. * Te Heke IT would not do any advertisement about the project on behalf of NZSE. |
| Project Constraints | The following are the restriction’s the project will have:   * The project must be completed by 11th of November 2022. * The project should be completed within the allocated budget. * The product should meet the needs and requirements of the client. * The prototype should be accepted by the sponsor to continue the project. * The project’s software will only be implemented exclusively for NZSE only. * Te Heke IT has only 10 members and there are only three team members who are working on the project planning, design, and development. * From the client’s side the software will be implemented on Windows Server (expected the school uses Windows OS). * Project planning has a total of five meetings and the Project Sponsor joins for the first and last meeting only. |
| Project Assumptions | Here are the few assumptions for the project management:   * The sponsor will continue its support throughout the project cycle. * The team members will be available for the project. * The project will be completed within the allotted time. * During deployment the software is expected to run with less to none bugs or errors and will execute accordingly. |