**LAB 4**

You are a project manager of a software development company.

Your company is engaged in a software service for FPT University, to develop a Library Management System for the library and staff to use.

As a project manager, you are required to create a Scope Document which has following contents:

1. Scope statement (descriptions)
2. Deliverables
3. WBS
4. The mechanism to control the scope

*Guildelines for answers*

**SCOPE DOCUMENT**

**Project: Develop Library Management System for FPT University**

Development Company: XYZ Company

Client: FPT University

1. **Scope statements**

A service agreement was established between XYZ Development Company (as the service provider) and FPT University (as the client) in Sep 2019.

Both service provider and client aim to develop and deliver a software system, a Library Management System to be deployed for use as an online library service of FPT University. The system included 3 components:

1. ***Sub-system 1***: Building a central Database for the Library. A Central Database is …

2. ***Sub-system 2***:Develop a Search and Reserve service for all university students and staffs. This service enables…

3. ***Sub-system 3***: Develop a Book Management sub-system,…

1. **Deliverables**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Deliverables** | **Date of delivery** | **Notes** |
| **1** | ***Sub-system 1***: Building a central Database for the Library |  |  |
| **2** | ***Sub-system 2***:Develop a Search and Reserve service for all university students and staffs |  |  |
| **3** | ***Sub-system 3***: Develop a Book Management sub-system |  |  |

1. **Work Breakdown Structure**

…

1. **Controlling the scope**

Controlling of the scope is made following agreed steps and mechanisms between XYZ and FPT:

1. Scope definition: …
2. Scope review and baseline: …
3. Scope change: …