Scope Management Plan

**Scope Management Approach**

It is important that the project’s scope is clearly defined and documented. This section will provide the summary of Scope Management Plan.

In this project, the scope management plan will be the basis and responsibility of the Project Manager. The scope of this project is further explained in the Work Breakdown Schedule (WBS) and in Project Vision and Scope Document. The Project Sponsor, Project Advisor, Project Consultant, Project Manager will approve the documentation which contains the Activity List, Estimates, Gantt Chart, Project Vision and Scope document, Software Requirement Specifications, Work Breakdown Structure, Change Management Plan, Quality Assurance Plan and Risk Management Plan. Any changes can be initiated by any members of the project team. All change requests are presented to the Project Advisor and Project Consultant for evaluation. Upon the acceptance of the Project Advisor and Project Consultant for the proposal, the team will then present the change request to the Project Sponsor for confirmation. Once the change request has been approved or confirmed by the Project Sponsor, the team will update all the documentation based on the comments and suggestions of the Project Sponsor, Project Advisor and Project Consultant. The project Advisor is responsible for checking or monitoring the Progress Status Report of the team.

**Roles and Responsibilities**

The Project Sponsor, Project Advisor, Project Consultant, Development Team (Project Manager, Project Developer, Project Analyst) will play the key roles in managing the scope of this project. Each of the stakeholder should be responsible or aware of their responsibilities to achieve the goal of the project. The table below will show the roles and responsibilities for the scope of this project.

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| --- | --- | --- |
| Name | Role | Responsibilities |
| Colonel Candido Ruiz | Sponsor / Proponent | * Approve or deny scope change request * Accept Project deliverables |
| Mr Jayvee Cabardo | Project Advisor | * Measure and Verify project scope * Monitor the team’s status reports * Evaluate change request |
| Ms Maricel Naviamos | Project Consultant | * Measure and Verify project scope * Monitor the team’s status reports * Evaluate change request |
| Hurley Evangelista | Project Manager / Mobile Application Developer | * Measure and Verify project scope * Approve Documents * Initiate Change Requests * Evaluate change request * Communicate the change request outcomes to the team * Organize schedule * Update documentation |
| Charles Crisostomo | Project Developer | * Communicate the change request outcomes to the team * Update documentation * Initiate Change Requests |
| Justine De Guzman | Project Analyst | * Communicate the change request outcomes to the team * Update documentation * Initiate Change Requests |

Scope Definition

For the project scope, the team gathered information from the client and target users. The team conducted an online survey, taking the motorists, specifically as the respondent of the online survey.

The team asked mostly about the features that will be included in the mobile application. For the client side, the team conducted an interview in several Government Agencies such as Barangay Magallanes, Police Station Precinct 3 Bangkal Makati City and Southern Police Station District 2 to gather information about what are the problems that they encounter in their community.

The project was developed based on the information provided by the respondents.