

Team Alpha

SCOPE MANAGEMENT PLAN

Project Overview:

Alpha Solutions IMS is a cloud-based inventory management system designed for small businesses and e-commerce sellers. The system will provide real-time tracking of products, category management, analytics for decision-making and role-based access. It aims to reduce manual errors, improve efficiency and support scalability.

Scope Management Approach:

- **Scope Definition:** Scope will be defined using the Business Case, Project Charter and stakeholder requirements. Functional and non-functional requirements will be documented in the SRS.
- **Scope Verification:** Deliverables will be reviewed against the approved requirements and acceptance criteria. Formal sign-offs will be required from the Project Sponsor.
- **Scope Control:** A formal Change Control Process will be followed. Any changes to scope must be documented, reviewed by the Change Control Board (CCB) and approved by the Project Manager before implementation.

Roles and Responsibilities:

Role	Responsibilities
Project Manager	Define project scope, approve scope baseline, manage changes, report progress.
Business Analyst	Gather and document requirements, create SRS, ensure alignment with business needs.
Change Control Board (CCB)	Review and approve/reject proposed scope changes.
Developers/Designers	Implement requirements as per defined scope.
QA/Testers	Verify deliverables meet scope requirements.

Scope Definition Process:

- Conduct requirement gathering sessions with stakeholders.

Team Alpha

- Document requirements in SRS (functional & non-functional).
- Review requirements with Project Manager & Business Analyst.
- Develop initial scope statement & project boundaries.
- Obtain approval from Project Sponsor.

Work Breakdown Structure (WBS) Development:

- Method Used: Top-down approach.
- High-level deliverables (Dashboard, Product Management, Category Management, Authentication, Analytics, Deployment).
- Breakdown into sub-tasks for development, testing and deployment.

Scope Verification Process:

- Completed deliverables will be tested against functional requirements.
- Stakeholders will validate features through demonstrations.
- Acceptance criteria: Must meet SRS requirements, pass QA testing and align with business objectives.
- Formal approval will be documented via sign-off.

Scope Change Control Process:

- Change request submitted in writing (via Change Request Form).
- Business Analyst evaluates impact (time, cost, quality).
- Change Control Board reviews the request.
- Project Manager approves/rejects based on recommendation.
- Approved changes are updated in the scope baseline and communicated to the team.

Tools and Techniques

- **Tools:** Google Docs, GitHub, Trello/Jira (task management), Figma (UI design), Excel/Word templates for documentation.
- **Techniques:** Requirement analysis, stakeholder interviews, version control and sign-off documents.

Team Alpha

Scope Management Metrics:

- % of deliverables accepted vs. planned.
- Number of scope change requests submitted vs. approved.
- % of scope completed against baseline.
- Impact of changes on budget and schedule.
- Stakeholder satisfaction level with deliverables.