Scope Management Plan

Project Name: SimpleOne

Project Number: 01

Prepared By: Roatny NUON

Last Revised On: 07 December 2022

**Scope Management Plan**

**Management Approach**

The term “project scope” refers to the sum of all products, services and results that will be provided as the project.

The purpose of this scope management plan is to set forth the plans and procedures for defining, developing, monitoring, controlling, changing, implementing and verifying the project scope. It’s the intent of scope management to ensure the completion of all the work required, and only the work required, to complete the project successfully.

The people listed below will assume the following scope management responsibilities:

|  |  |
| --- | --- |
| **Name/Role** | **Responsibilities** |
| Project Manager | Control the whole project/monitor the project |
| Web Developer | Build effective website |
| UX/UI | Design artwork for Website & user experiences |
| Web Content Writer | Write Web content |
| Tester | Test website to see if it works well |
|  |  |

**Collect project requirements**

The complete requirements gathering, and definition process is described in the Requirements Management Plan and all known project requirements are set forth in the Requirements Traceability Matrix. The Requirements Traceability Matrix is included in the Requirements Management Plan.

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**Scope Definition**

The project scope baseline is comprised of the project scope statement, the work breakdown structure and the WBS dictionary, below

**Scope Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name | SimpleOne (SO) | Date | **07th December 2022** |
| Project Number | 01 | Project Manager | Roatny NUON |

| Business Need / Project Objectives |
| --- |
| To minimize the gap of digital utilization in Cambodia |
| To give the access of Digital tools in Cambodia |
| To recommend the best digital platforms and best practical on digital tools using for MSMEs in Cambodia |

| Project Description and How it Meets the Business Need |
| --- |
| SimpleOne (SO) is the digital platform that produce digital contents about Digital Tools to help MSMEs and tech lover understand and utilize digital tools to transform their business to online and improve it in the future by getting access on digital contents, getting recommend on the best social media platform for their business, and how to use them more effectively. Moreover, they could reach out to SO team to help them on Digital Marketing or Consulting in case they don’t have enough team to do it. |
|  |

| Project Benefits |
| --- |
| 1. Raising Awareness of Digital tools using in Cambodia |
| 2. Improve digital transformation in Cambodia |
| 3. Increasing sale of Digital Marketing Service |
| 4. Increasing sale of E-books/ and online course |

| Project Requirements |
| --- |
| 1. Create effective website with mobile friendly |
| 2. User can access to FREE digital contents, download FREE template |
| 3. User could sign up to get access E-Books and Online Course after payment |
| 4. User could book digital marketing service/consulting online |
| 5. SO team could upload content both ENG & KH |
| 6. SO team could place Web banner/display advertising on Heading/somewhere as agreement |
| 7. … |

| Project Deliverables |
| --- |
| 1. Internal: Status Report, Project Variance, Timesheet, Lesson Learns, |
| 2. External: Digital Content, Sign-In to access E-Books and Online Course, Contact SO Team for Service |
| 3. |

| Project Does Not Include |
| --- |
| 1. Blog/Content |
| 2. Financial Management |
| 3. Edu Contents |

| Success / Acceptance Criteria |
| --- |
| 1. Can upload blog (Picture, link,Quote) |
| 2. User could sign up to access E-Books and Online Course after payment |
| 3. |

| Estimated Project Schedule | |
| --- | --- |
| Milestones | Estimated Date of Completion |
| 1. Phase1: Access content/Sign Up | April 2023 |
| 2. Phase2: Recommended Digital Tools | Aug.2023 |
| 3. Phase3: Payment Online | Dec.23 |
| 4. Project Completion | Dec.23 |
| Total Estimated Length of Project | 1 Year |

| Human Resource Requirements | | |
| --- | --- | --- |
| Personnel Type / Role | Quantity | Estimated Length of Time |
| 1. Web Developer | 1 | 3 Months |
| 2. UX/UI | 1 | 3 Months |
| 3. Web Content writer | 1 | 3 Months |
| 4. Web Tester | 10 | 1 Month |
| 5. Advisor: Digital Business & Technical | 2 | 3 Months |
| 6. |  |  |

| Estimated Cost of Project in a Year | |  |
| --- | --- | --- |
| Expense Type | Description | Estimated Cost |
| Website Cost |  | $3000 |
| Technology Source |  | $250 |
| Web Content Writer |  | $6000 |
| Technology Tools |  | $3000 |
| Reserve |  | $1000 |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Estimated Cost of Project | | $13250 |

| Project Constraints |
| --- |
| 1. Cost: Spend< 1K per year |
| 2. Time: End of Apr.23, Phase1 deliver |
| 3. Scope: Effective User-Friendly Website |
| 4. Quality: User can access smoothly |
| 5. Resource: Web Developer, UX/UI, Web Content Writer |
| 6. Risk: Website down, cannot upload quality images, not smooth, take long time. Solution: need Website Maintenance |

| Project Assumptions |
| --- |
| 1. We’re assume that we have skillful team members |
| 2. We have enough resources/materials |
| 3. Our team member is available, no delay |
| 4. We have enough budget 5K |
| 5. Contents/Blog that need to upload is ready including E-Books/Online courses |

| Decision | | | | |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  | Approved |  | Rejected |
|  |  |  |  |  |
|  |  | Approved with modifications |  | Deferred |
|  |  |  |  |  |
| *Required Modifications* | | | | |
|  | | | | |
| *Additional Comments* | | | | |
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Approver’s Printed Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

WORK BREAKDOWN STRUCTURE

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WBS Code /ID | | | | Component Name | | Brief Description |
| 1. |  |  | Gather Requirements | |  | |
|  | 1.1 |  | Technical Specifications | |  | |
|  |  | 1.1.1 | Expected bandwidth | | Visitors could access/visit web/ many visitor could visit at the same time | |
|  |  | 1.1.2 | User registration | | User can register to download E-Books/learn online | |
|  |  | 1.1.3 | Restricted areas | | Don’t show at some risk hacker areas | |
|  | 1.2 |  | User Requirements | | Cookie clicks | |
|  |  | 1.2.1 | Menu navigation | | Can access Menu navigation | |
|  |  | 1.2.2 | Interactive modules | | Clickable | |
|  |  | 1.2.3 | Static pages | | Content is the same to all users | |
|  | 1.3 |  | Reporting requirements | |  | |
|  |  | 1.3.1 | Bandwidth & Usage | |  | |
|  |  | 1.3.2 | Page views | |  | |
|  |  | 1.3.3 | Session length | |  | |
| 2 |  |  | Establish Design | |  | |
|  | 2.1 |  | Design elements | |  | |
|  |  | 2.1.1 | Banner | |  | |
|  |  | 2.1.2 | Footer | |  | |
|  |  | 2.1.3 | Logo | |  | |
|  |  | 2.1.3 | Color Scheme | |  | |
|  |  | 2.1.4 | Font usage | |  | |
|  | 2.2 |  | Overall Layout | |  | |
|  |  | 2.2.1 | Column setup | |  | |
|  |  | 2.2.2 | Optional modules | |  | |
|  |  | 2.2.3 | Navigation layout | |  | |
|  | 2.3 |  | Content elements | |  | |
| d |  | 2.3.1 | About Page | |  | |
|  |  | 2.3.2 | Contact Page | |  | |
|  |  | 2.3.2 | Resource Page | |  | |
|  |  | 2.3.3 | We offer Page | |  | |
|  |  | 2.3.4 | Sign Up/Log In | |  | |
|  |  | 2.3.5 | FAQ Page | |  | |
| 3 |  |  | Select Technical Framework | |  | |
|  | 3.1 |  | Evaluate cost & time to develop | |  | |
|  | 3.2 |  | Evaluate options against requirement | |  | |
|  | 3.3 |  | Make decision | |  | |
| 4 |  |  | Implement Technical Framework | |  | |
|  | 4.1 |  | Build or acquire back end | |  | |
|  | **4.2** |  | Build or acquire front end | |  | |
|  | 4.3 |  | Integrate back end & front end | |  | |
| 5 |  |  | Create Content | |  | |
|  | 5.1 |  | Create content summary | |  | |
|  | 5.2 |  | Establish content details | |  | |
|  | 5.3 |  | Assign content creation | |  | |
|  | 5.4 |  | Create detailed content | |  | |
| 6 |  |  | Load content | |  | |
| 7 |  |  | Test Site | |  | |
|  | 7.1 |  | Navigation | |  | |
|  | **7.2** |  | Interactive elements | |  | |
|  |  | 7.2.1 | Contact form | |  | |
|  |  | **7.2.2** | User registration | |  | |
|  | 7.3 |  | Browser compatibility | |  | |
| 8 |  |  | Roll out site | |  | |
|  | 8.1 |  | Establish target date | |  | |
|  | **8.2** |  | Create communication plan | |  | |
|  | 8.3 |  | Make site live | |  | |
|  |  |  |  | |  | |
|  |  |  |  | |  | |
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