# **Scope Management Plan**

**1. Introduction**

**1.1 Purpose of plan**

The purpose of this scope management plan is to assist in clarifying our projects main goals and objectives, check if things are going as scheduled during project execution, identifying and creating back up plans against risks and specifying the boundaries that our project will have ensuring that misunderstandings are prevented.

**1.2 Project Overview**

Our project aims to aid NSFAF funded students that struggle to manage their finances. When these students’ financial needs are met they often waste money on unnecessary things and lose track of how much they’ve spent. To address this we will develop an app that combines a day-to-day planner with a financial planner that will help these students to save more, have better financial management and have improved financial awareness.

**2. Scope Definition**

**2.1 Project objectives**

1. Conceptualize Project Idea

● Stakeholder Input: Define the initial project concept by gathering input from all relevant stakeholders.

● Brainstorming Sessions: Conduct Brainstorming sessions with the project team, to discover the key idea or ideas for the project.

● Determine Project Concept: Finalize the conceptual project ideas and determine the requirements for the project based on the ideas gathered.

2.Design Prototypes

● Use cases: Create Use cases based on the identified requirements.

● Prototypes: Develop low Fidelity prototypes to visualize and test key functionalities based on the requirements.

● Feedback: Use feedback from stakeholders and users to make changes to requirements, prototypes and use cases. 3.Analyse Requirements

● Assess Requirement Feasibility: Evaluate the feasibility of all documented requirements.

● Requirement Alignment: Ensure that the requirements align with the project objectives.

● Refine Requirements: Using the feedback gained during the testing of prototypes and other identified similar products, refine the requirements.

4.Identification and Prioritization of Software Features

● Feature Identification: List all Relevant Features based on the system requirements.

● Prioritization: Rank features based on their importance to the project’s goals, user needs, and overall impact to the system.

● Critical Features: Ensure that the most critical and high priority are identified for initial core implementations.

5.Project Planning and Budgeting

● Milestone Identification: Define key project milestones and deadlines.

● Determine the cost of equipment and various resources for each phase of the project.

● Resource Allocation: Assign resources, including personnel and equipment, for each project phase.

● Budget Estimation: Estimate the initial budget based on the project requirements and resources needed. Determine the cost of equipment and various resources for each phase of the project.

● Contingency Plan: Develop a backup financial plan in case of potential project setbacks.

6.Implement Core Features

● Resource Preparation: Ensure necessary resources are available for development.

● Feature Development: Implement and test core 3-5 core Feature/functions of the software system.

● Initial Testing: Perform unit, integration testing and other relevant system testing on the implemented features.

● User Testing: Test features with a selected group of users and gather feedback.

7.Additional System Features Development

● Enhancement Implementation: Develop additional features to improve system quality and user experience.

● Final Adjustments and Feedback Integration: Make final changes and adjustments to the system based on gathered user feedback.

● Final Comprehensive Testing: Conduct final user testing, performance testing, security testing etc.

● System Launch: Launch the system target audience after stakeholder approval.

**2.2 Deliverables**

Planning Phase:

|  |  |  |
| --- | --- | --- |
| **Task** | **Duration(Days)** | **Dependent** |
| 1. Determine budget | 3 | - |
| 2. Gather requirements | 7 | 1 |
| 3. Create problem statement | 2 | 2 |
| 4. Discuss features | 7 | 1,3 |
| 5. Assemble team | 7 | 3,4 |
| 6. Discuss roles | 1 | 5 |
| 7. Discuss requirements with stakeholders | 2 | 5,6 |
| 8. Draw up timeline | 3 | 5,6,7 |
| 9. Purchase software tools, equipment & database services | 3 | 8 |

Development Phase:

|  |  |  |
| --- | --- | --- |
| **Feature** | **Duration(Days)** | **Dependent** |
| 1. Home Page 2. Sign Up 3. Login 4. View Profile 5. Edit Profile 6. Add friends 7. View friend’s profile 8. View Calendar 9. Set goals 10. Set Budget 11. Set Reminder 12. Notification System 13. View goals 14. View budget 15. View progress 16. Set wish listed item 17. View progress towards wish listed item 18. View amount spent 19. View amount saved 20. Plan Event 21. Language change 22. Logout | 4  2  1  2  1  5  1  1  3  3  2  6  2  2  1  3  1  2  2  4  3  1 | -  1  1  1,2,3  4  1,2,3,4  6  1  8  8  9,10  9,10,11  9  10  13,14  10  16  14  14  20  8  4 |

Budget:

|  |  |  |
| --- | --- | --- |
| Category | Amount | Description |
| Team | 17 | 1 project Manager, 6 programmers, 2 graphic designers, 2 finance analyst, 3 beta testers, 2 marketing agents and 1 multimedia specialist. |
| Cost of Team | N$96,540 | N$10,000 – Graphic Designers  N$8,400 – Multimedia Specialist  N$47,760 – Programmers  N$1,500 – Beta Testers  N$10,700 – Project Manager  N$18,180 – Marketing Agents |
| Office Rental | N$114,914 | 438m2 office space |
| Equipment | N$186,583 | Includes laptops, chairs, tables and applications |
| Travel Expenses | N$24,480 | Incidental travel expenses |
| Application Expenses | N$479,432 | Includes app store prices, software, tools ,database services and maintenance costs |
| Training and Development | N$12,000 | Cost of training session for team members |

**2.3 Boundaries**

**2.3.1 Inclusions**

**Features**

∙ Home Page

∙ Sign up/Login

∙ View profile

∙ Edit profile

∙ Add friends

∙ View friend’s profile

∙ View calendar

∙ Set reminder

∙ Set goals

∙ Set budget

∙ Notification system

∙ View goals

∙ View budget

∙ Ads

∙ View progress

∙ Set wish listed item

∙ View progress towards wish listed item

∙ View amount spent

∙ View amount saved

∙ Plan event

∙ Language change

∙ Logout

**2.3.2 Exclusions**

∙ Tax calculation features

∙ Sending messages between friends

∙ Data backup

∙ Advanced financial report creation

∙ Direct payment

**3. Scope Management Approach**

**3.1 Processes for managing scope changes**

- Defining the apps features clearly.

- Defining the scope of the project clearly and precisely.

- Documenting change requests that are provided by the users or stakeholders.

- Evaluating how a proposed change would affect the project as a whole in terms of budget, time and resources.

**3.2 Roles and responsibilities**

- **Project sponsor**: NSFAF

**Role**: Provide support, funding and overall direction for the project.

- **Project Manager**: Kim Kambinda

**Role**: Ensure that project deliverables are completed on time, communicate with the client, manages daily operations and coordinate project team activities.

- **Financial Analyst**: Tony Stark(Hired), Howard Thomas(Hired)

**Role**: Provide guidance regarding budget and support with decision making.

- **Programmers**: Hafeni Neliwa, Shimei Limbo, Jan Isaacks, John Smith(Hired), Jimmy Lenon(Hired), Robert Dowy(Hired).

**Role**: Implementing features, coding and fixing bugs.

- **Graphic Designers**: Steward Simbadi(Hired), April Haimbinga(Hired)

**Role**: Create visual elements and creating overall look of the app.

- **Beta Testers**: Tyson Laurance(Hired), Domingo Isaacks(Hired), Lipton Intee(Hired)

**Role**: Test the app and report bugs that are found.

- **Marketing Agents**: Paul Simoorg(Hired), Timothy Haimbodi(Hired)

**Role**: Promote the app and expand its reach.

- **Multimedia Specialist**: Carlos Domingo(Hired)

**Role**: Work on design effects and visuals of the app.

**4. Criteria for acceptance of deliverables**

**4.1 Planning Phase Deliverables**

(Structured as = Deliverable (from 2.2): acceptance criteria)

**1. Determine Budget:** A detailed budget report is submitted that outlines all estimated costs.

**2. Gather Requirements:** A requirements document is created that includes input from stakeholders and is approved by the project sponsor (NSFAF).

**3. Create Problem Statement:** A clear problem statement is created, detailing the main issue and is validated by stakeholders.

**4. Discuss Features:** A features list is generated with detailed descriptions of each feature.

**5. Assemble Team:** The project team is officially formed with assigned roles, and each team member’s responsibilities are clearly defined and understood.

**6. Discuss Roles:** Role descriptions are finalized and given to all team members respectively.

**7. Discuss Requirements with Stakeholders:** Notes from summarizing stakeholder discussions are created.

**8. Draw Up Timeline:** A detailed project timeline is created, showing milestones, deliverables, and is approved by stakeholders.

**9. Purchase Software Tools, Equipment & Database Services:** All necessary tools and services are purchased with invoices documented.

**4.2 Development Phase Deliverables**

**1. Home Page:** The home page is functional and is tested for user experience.

**2. Sign Up**: The sign-up feature is fully operational, secure, and successfully integrates with the database.

**3. Login**: The login process is secure, allowing users to access their profiles without issues.

**4. View Profile**: Users can view their profile with all necessary information displayed correctly.

**5. Edit Profile**: The edit profile feature is operational, allowing users to update their information successfully.

**6. Add Friends**: Users can send, receive, and manage friend requests.

**7. View Friend’s Profile**: Users can access and view friends' profiles without errors.

**8. View Calendar**: The calendar displays events correctly and allows users to interact with it.

**9. Set Goals**: Users can create, edit, and delete set goals.

**10. Set Budget**: Users can set and change their budgets, with changes reflecting respectively.

**11. Set Reminder**: Users can set reminders that trigger notifications correctly.

**12. Notification System**: The notification system works as intended, notifying users to events and reminders.

**13. View Goals**: Users can view all their set goals.

**14. View Budget**: Users can see a summary of their budget.

**15. View Progress**: Users can view their progress on goals and budgets.

**16. Set Wish Listed Item**: Users can add items to a wish list with the ability to remove those items as well.

**17. View Progress Towards Wish Listed Item**: Users can track their progress towards wish list items.

**18. View Amount Spent**: Users can view total spending.

**19. View Amount Saved**: Users can view their savings total.

**20. Plan Event**: Users can create and manage events.

**21. Language Change**: The app supports multiple languages, allowing users to switch to any desired language without error.

**22. Logout**: The logout feature works correctly.

**5. Scope Control**

**5.1 Monitoring and controlling mechanisms**

- Defining the projects scope ensuring that all the deliverables and functions are well defined.

- Evaluating final scope against the app post development which ensures that all functionalities and specifications have been met.

- Documenting all project changes and processes.

**5.2 Procedures for addressing scope creep**

- Prioritizing the apps features based on which are the most crucial to have vs. ones that are simply nice to have.

- Document all changes and processes that occur during the projects lifecycle.

- Create a clear project scope.

**6. Tools and Techniques**

**6.1 Tools for scope management**

- Work Breakdown Structure (WBS).

- Documenting of requirements.

- Weekly Status reports to stakeholders.

**6.2 Techniques for stakeholder engagement**

- Weekly Status reports and meetings.

- Involving stakeholders in prototyping and its testing.

**7. Stakeholder Engagement**

**7.1 Identification of stakeholders**

- NSFAF

- NSFAF funded students

- Universities and colleges that have NSFAF funded students.

**7.2 Communication plan regarding scope changes**

- In the weekly meetings where status reports are to be discussed scope changes may also be included if they are to occur.

- In cases where a changes critical level is too high emails may be sent to stakeholders to inform them of the changes to the scope.

- Sharing weekly updates on any changes that occur via social media platforms.

**8. Assumptions and Constraints**

**8.1 Key assumptions that affect scope**

(Structure as = Assumption: explanation)

- **Students will actively use the app as intended:** Less or no engagement with the app compromises the apps effectiveness In improving financial management.

- **Most NSFAF funded students have a smartphone and internet access:** if a lot of these students do not have access to internet or have a smartphone then the project scope may be too small for a significant impact.

- **Students will feel comfortable inputting their financial details:** concerns around data privacy may cause less students to use the app.

**8.2 Constraints that limit scope**

- Conflicting requirements with stakeholders could make it more difficult to define a clear scope.

- Fixed deadlines could cause result in rushed testing and missing features.

**9. Change Management Process**

**9.1 Steps for submitting and evaluating change requests**

1. Recognizing the need for change: e.g. Gathering feedback from stakeholders.

2. Submitting change request: Using a form to submit the request.

3. Request review: evaluation of request and the changes that it may have when implemented.

4. Requests impact analysis: Assess how the request will impact the project as a whole (scope, deliverables etc.).

5. Decision making for request: Deciding whether to reject or approve the request.

6. Documenting decision: documenting the decisions outcome and reason for being.

7. Implementing request: If request is approved update the projects timeline and plans respectively and implement the request.

8. Monitoring implementation: Checking the affects that the implementation has and collecting feedback from stakeholders.

**10. Documentation and Reporting**

**10.1 Types of documentation required**

- Change request form: for documenting a proposed changes details.

- Change log: keeping records of change requests.

- Impact assessment report: for evaluation of the potential effects of a proposed change.

- Implementation plan: steps needed for implementation.

- Post implementation review document.