

# Software Project Management

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Week 3

## 1.

A small development team is hired to build an e-commerce website for a local clothing business. The project scope includes creating a homepage, product pages, a shopping cart, user login, and an admin dashboard. During the planning phase, the project manager meets with the client to define clear requirements, deadlines, and expected deliverables. A scope document is created to prevent confusion about what is included in the project. As development continues, the client requests extra features such as a mobile app and advanced analytics, which were not part of the original plan. These changes introduce scope creep and threaten the project timeline. The team evaluates each new request, estimates additional costs, and decides whether to include them in a later phase. Regular meetings and progress tracking help maintain control over tasks and responsibilities. By managing scope carefully and keeping communication clear, the team ensures the project stays organized, on schedule, and aligned with the agreed goals.

## 2.

A Work Breakdown Structure (WBS) is a project planning method used to divide a large project into smaller, manageable tasks and activities. It starts with the main project goal and breaks it down into phases, deliverables, and specific work items. This structure helps teams understand exactly what needs to be completed and who is responsible for each task. A WBS improves scheduling because project managers can estimate time and resources more accurately. It also supports risk management by making it easier to identify delays or missing work early. Clear task breakdown improves communication between team members and stakeholders. Overall, a WBS plays a major role in scope control by defining project boundaries and ensuring the team focuses only on approved tasks.

## 3.

While creating a Work Breakdown Structure in a planning tool, I divided the project into main phases such as planning, design, development, testing, and deployment. Each phase was then broken into smaller tasks, which made the overall project easier to understand and manage. Using task lists helped track progress and clearly show which activities were completed or still pending. I also learned how scope changes affect deadlines and workload. Adding new tasks required careful planning to avoid confusion or delays. This exercise showed how important it is to define tasks clearly before starting development. Using a structured tool improved organization, accountability, and team coordination. Overall, the

experience helped me understand how proper planning tools support scope management and keep projects focused on their original goals.

#### 4.

A planning and scope diagram shows how a project is organized from the main objective down to individual tasks. The diagram starts with the main project goal and branches into major phases such as requirements, design, development, testing, and deployment. Each phase is further divided into smaller activities that need to be completed. This visual structure helps stakeholders quickly understand project flow, responsibilities, and deliverables. It also highlights task dependencies and helps identify risks or overlaps early. Using diagrams improves communication because everyone can see how work is connected and what needs to be done next. Planning diagrams are useful for tracking progress and ensuring that all work stays within the defined project scope. Overall, they help maintain clear organization and support effective project management.