



Scope Management Plan for
ABC Company Inc.
Association Management Software (AMS)
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1. Introduction

The Scope Management Plan provides the scope framework for this project. This plan documents the management approach, roles and responsibilities, project definition, verification and control measures, change control, and work breakdown structure. Any project communication which pertains to the project's scope should adhere to the Scope Management Plan.

This project is for designing, programming, and testing a new software product which will replace the client's current iMIS management software. This software will be used to track the organization's 38,000 plus members as well as improve various related communication and financial processes. This includes design of the software, all programming and coding, and testing/validation of the software.

The solution will be developed in ASP.NET and will reside in the cloud with most features accessible via a web browser.

Minimal external resources or outsourcing are anticipated for this project.

2. Scope Management Approach

For this project, scope management will be the sole responsibility of the Project Manager. The scope for this project is defined by the Scope Statement, Work Breakdown Structure (WBS) and WBS Dictionary. The Project Manager, Sponsor and Stakeholders will establish and approve documentation for measuring project scope which includes deliverable quality checklists and work performance measurements. Proposed scope changes may be initiated by the Project Manager, Stakeholders, or any member of the project team. All change requests will be submitted to the Project Manager who will then evaluate the requested scope change.

Upon acceptance of the scope change request the Project Manager will submit the scope change request to the Change Control Board and Project Sponsor for acceptance. Upon approval of scope changes by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all stakeholders. Based on feedback and input from the Project Manager and Stakeholders, the Project Sponsor is responsible for the acceptance of the final project deliverables and project scope.

3. Roles and Responsibilities

The Project Manager, Sponsor and team will all play key roles in managing the scope of this project. As such, all must be aware of their responsibilities and ensure that work performed is within the established scope throughout the project duration. The table below defines the roles and responsibilities for the scope management of this project.

Name	Role	Responsibilities
Christopher Muggridge	Sponsor	<ul style="list-style-type: none"> • Approve or deny scope change requests as appropriate • Evaluate need for scope change requests • Accept project deliverables
Jim Davis	Project Manager	<ul style="list-style-type: none"> • Measure and verify project scope • Facilitate scope change requests • Facilitate impact assessments of scope change requests • Organize and facilitate scheduled change control meetings • Communicate outcomes of scope change requests • Update project documents upon approval of all scope changes
Kim Singh	Team Lead	<ul style="list-style-type: none"> • Measure and verify project scope • Validate scope change requests • Participate in impact assessments of scope change requests • Communicate outcomes of scope change requests to team • Facilitate team level change review process
Abigail Finch	Team Member	<ul style="list-style-type: none"> • Participate in defining change resolutions • Evaluate the need for scope changes and communicate them to the project manager as necessary
Alistair Turney	Team Member	<ul style="list-style-type: none"> • Participate in defining change resolutions • Evaluate the need for scope changes and communicate them to the project manager as necessary

Figure 1.1, Scope Management Roles and Responsibilities

4. Scope Definition

The scope for this project was defined through a comprehensive requirements collection process. First, a thorough analysis was performed on the company's current software applications based on employee and user feedback. Next, a review of eighteen possible Off-the-Shelf solutions was made, documenting and comparing the features available and measuring them against the client's needs. Having weighed the benefits between an Off-the-Shelf solution and a custom developed solution, the client identified the custom developed approach to be more in line with their needs. From this information, the project team developed the project requirements documentation, the requirements management plan, and the requirements traceability matrix outlining what the new software application must accomplish.

The project description and deliverables were developed based on the requirements collection process and input from subject matter experts in software design, technical support, programming, and business applications. This process of expert judgment provided feedback on the most effective ways to meet the original requirements of providing a new software platform from which the company can improve its member tracking and related communication and financial processes.

5. Project Scope Statement

The project scope statement provides a detailed description of the project, deliverables, constraints, exclusions, assumptions, and acceptance criteria. Additionally, the scope statement includes what work should not be performed to eliminate any implied but unnecessary work which falls outside the of the project's scope.

This project includes the design, programming, and testing of a new software application for managing the organization's 38,000 plus members as well as improving various related communication and financial processes. The deliverables for this project are a completed software application for association management with the flexibility to modify and expand the application as necessary in the future. This project will be accepted once the new software has been successfully tested in each department and has been shown to be compatible with the company's current information technology (IT) infrastructure. This project does not include ongoing operations and maintenance of the software. With the exception of assistance from third-party contacts during migration efforts, only internal personnel and resources may be used for this project. Additionally, the project is not to exceed 330 man days (25 weeks) in duration or \$63,360 in spending. Assumptions for this project are that support will be provided by the project sponsor and all department managers and that adequate internal resources are available for the successful completion of this project.

6. Work Breakdown Structure

In order to effectively manage the work required to complete this project, it will be subdivided into individual work packages which will not exceed 40 hours of work. This will allow the Project Manager to more effectively manage the project's scope as the project team works on the tasks necessary for project completion. The project is broken down into three phases: the design phase, the programming phase, the data migration phase, and the testing phase. Each of these phases is then subdivided further down to work packages which will require no more than 40 hours of work and no less than 4 hours of work (see WBS structure below).

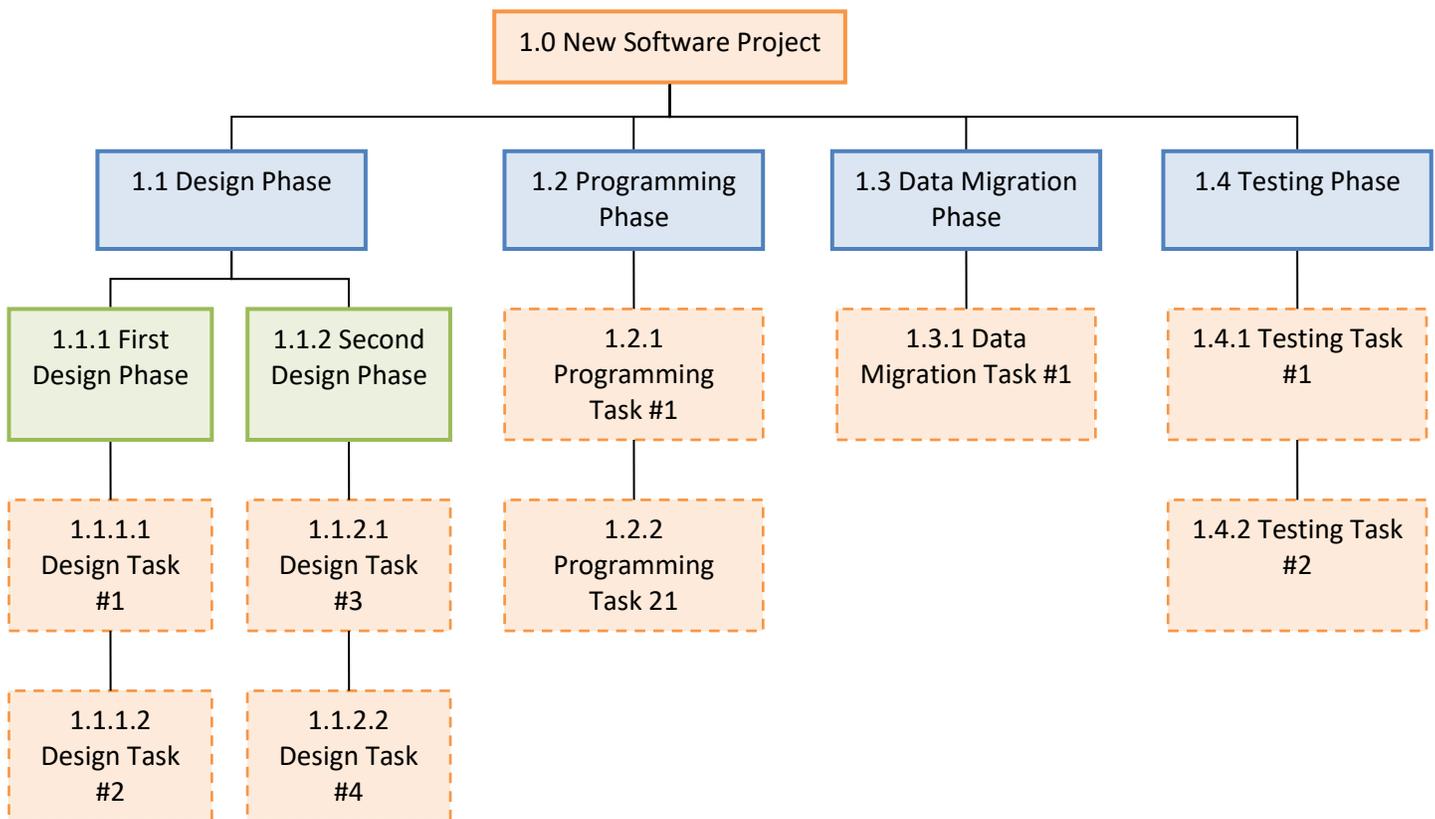


Figure 1.2, Work Breakdown Structure (WBS)

WBS Dictionary

To clearly define the work necessary for project completion, the WBS Dictionary is used. The WBS Dictionary includes an entry for each WBS element. The WBS Dictionary also includes a detailed description of work for each element and the deliverables, budget, and resource needs for that element. The project team will use the WBS Dictionary as a statement of work for each WBS element.

Level	WBS Code	Element Name	Description of Work	Deliverables	Budget	Resources

Figure 1.3, WBS Dictionary

7. Scope Verification

As this project progresses, the Project Manager will verify interim project deliverables against the original scope as defined in the scope statement, WBS, and WBS Dictionary. Once the Project Manager verifies that the scope meets the requirements defined in the project plan, the Project Manager and Sponsor will meet for formal acceptance of the deliverable. During this meeting the Project Manager will present the deliverable to the Project Sponsor for formal acceptance. The Project Sponsor will accept the deliverable by signing a project deliverable acceptance document. This will ensure that project work remains within the scope of the project on a consistent basis throughout the life of the project.