

SCOPE MANAGEMENT PLAN

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SCOPE MANAGEMENT

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.

ROLES AND RESPONSIBILITIES

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

Name	Role	Responsibilities
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Executive Steering Committee	Sponsor	<ul style="list-style-type: none">- Approve or deny scope change requests as appropriate- Evaluate need for scope change requests- Accept project deliverables
Domingo Tucker	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
Jeremy Curbey	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

Reese Darlington	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
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Table 1.1, *Scope Management Roles and Responsibilities*

SCOPE DEFINITION

The scope for this project was defined through a comprehensive requirements collection process. First, a thorough analysis was performed on the ITD's current organizational structure based on steering committee and ITD staff feedback. From this information, the project team developed the project requirements documentation, the requirements management plan, and the requirements traceability matrix for what the new organizational structure must accomplish.

The project description and deliverables were developed based on the requirements collection process and input from subject matter experts in the application support, network and communications and PC support offices within the ITD. This process of expert judgment provided feedback on the most effective ways to meet the original requirements of providing a new organizational structure from which the company can improve its IT project processes.

PROJECT SCOPE STATEMENT

The purpose of the ITD Organizational Change Project is to improve the communications and performance of IT operations. This project meets the University's need for improved efficiencies across the ITD by ensuring IT related projects will be coordinated with the ITD thus enabling projects to be completed on time and within budget. The project deliverables shall include an analysis of the main ITD problems, strengths and weaknesses of the current structure, a new structure proposal, a new organizational chart, roles and skills needed for the new structure, mission and objectives of the new structure, conflict analysis with recommended

remedies, communication flow analysis and a project related decision process. The objectives of the ITD Organizational Change Project are to eliminate outsourcing, keep University IT projects within the ITD, and improve relationships between the ITD and University Departments.

High level risks for this project include ensuring implementation is completed without impacting ongoing ITD operations and ensuring there are no issues with training users on the new system, and working with every department to convert their existing data into the new system and make sure that all these systems are integrated. Success will be determined by the Project Sponsor once the system is implemented and one full IT project has been completed on time and within budget that meets the objectives with no discrepancies.

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.

SCOPE CONTROL

The Project Manager and the project team will work together to control of the scope of the project. The project team will leverage the WBS Dictionary by using it as a statement of work for each WBS element. The project team will ensure that they perform only the work described in the WBS dictionary and generate the defined deliverables for each WBS

element. The Project Manager will oversee the project team and the progression of the project to ensure that this scope control process is followed.

If a change to the project scope is needed the process for recommending changes to the scope of the project must be carried out. Any project team member or sponsor can request changes to the project scope. All change requests must be submitted to the Project Manager in the form of a project change request document. The Project Manager will then review the suggested change to the scope of the project. The Project Manager will then either deny the change request if it does not apply to the intent of the project or convene a change control meeting between the project team and Sponsor to review the change request further and perform an impact assessment of the change.

If the change request receives initial approval by the Project Manager and Sponsor, the Project Manager will then formally submit the change request to the Change Control Board. If the Change Control Board approves the scope change the Project Sponsor will then formally accept the change by signing the project change control document. Upon acceptance of the scope change by the Change Control Board and Project Sponsor the Project Manager will update all project documents and communicate the scope change to all project team members and stakeholders.

References

- Larson, E. W. & Gray, C. F. (2014). *Project management: the managerial process with MS Project 2007* (6th Ed.). New York, NY: McGraw-Hill/Irwin.
- Lussier & Achua (2013). *Leadership Theory, Application, & Skill Development* (5th Ed.). Mason, OH: South-Western.