APPENDIX – 2A

SCOPE MANAGEMENT PLAN TEMPLATE

Scope Management plan

[History]

Describe the history of revisions/updates/baseline information to scope management plan

Change Request

Sections	Dated	Authored / AuthoriZed By
• Scope Statement	• dd-mm-yyyy	• Mr.A /CCB
• Product Scope	• dd-mm-yyyy	• Mr.B/CCB
• Project Scope	• dd-mm-yyyy	• Mr.C/CCB

Updates

Sections	Dated	Authored / AuthoriZed By
• Scope Statement	• dd-mm-yyyy	• Mr.A /CCB
• Product Scope	• dd-mm-yyyy	• Mr.B/CCB
• Project Scope	• dd-mm-yyyy	• Mr.C/CCB

Baselines

Sections	Dated	Authored / AuthoriZed By
• Scope Management plan 3.0	• dd-mm-yyyy	• Mr.A /CCB
• Scope Management plan 2.0	• dd-mm-yyyy	• Mr.B/CCB
• Scope Management plan 1.0	• dd-mm-yyyy	• Mr.C/CCB

[References]

Refer to documents that is used as reference(s).

e.g. This plan is prepared based on the details available in

References	Location
• Project Charter	• location 1
• Preliminary scope statement	• location 2
• Project Management Plan	• location 3

[Scope Statement Validation]

Is Scope statement validated? [ ] Yes [ ] No

Authored By_____Validated By _____

If Yes

[ ] Any presentation been made to Stakeholder

[ ] Feedback Registered with project team

Any changes pending to be submitted to CCB [ ] Yes [ ] No

[Process Flow]

Illustrate the process that will help to understand the standard procedures used in the scope management.

e.g.

1. Scope Definition

1.1. Product analysis

PRODUCT ANALYSIS SELECTION { Mark X to all that applies}	
ANALYSIS SET	DESCRIPTION
[**X**] PRODUCT BREAKDOWN	Study of Component development and Integration
[ ] SYSTEMS ENGINEERING	Deals with study of Customer satisfaction, cost requirements, quality demands trhough design and creation of product. e.g. DOE – Design of Experiments.
[ ] VALUE ENGINEERING	Deals with reducing costs, increasing profits & improving quality
[ ] VALUE ANALYSIS	Deals with cost/quality ratio. e.g Cost Of Quality.
[ ] FUNCTIONAL ANALYSIS	Related to value engineering, solutions grouped logically and represented diagrammatically.
[ ] OTHERS_____	

1.2. Alternative identification

The project management team has proposed two alternate approach to execute and manage the project. One is construction of building using Column foundation and other alternate is Pile foundation.

1.3. Stakeholder analysis

Describe here about the roles, responsibilities and expectations of stakeholders of the project.

Stakeholder	Role	Interest	Expectations treated as Requirements ?
Guruttam	Initiator	Primary owner	Yes
Lakshmi	Sponsor	Investor	Yes
MukhyaPrana	Project Manager	Project Management	Yes
Manav	Team Lead	Technical Challenges	Partial
Vastu	Team Member	Programming	No

Roles & Responsibilities	
Stakeholder Role	**Responsibilities**
Initiator	▪ Approve, deny or defer escalated scope change requests, as appropriate ▪ Evaluate need for scope change requests
Sponsor	Stakeholder Approve, deny or defer escalated scope change requests
Project Manager	▪ Approve, deny or defer escalated scope change requests, as appropriate ▪ Facilitate cross-team scope change requests ▪ Facilitate impact assessment of cross-team scope change requests ▪ Evaluate need for scope change requests ▪ Organize and facilitate scheduled change control meetings ▪ Communicate outcomes of scope change requests
Team Lead	▪ Identify, manage, and escalate issues ▪ Validate scope change requests ▪ Participate in impact assessment of scope change requests as needed ▪ Communicate outcomes of scope change requests to teams ▪ Facilitate the Team level review proces
Team Member	▪ Proactively identify and raise issues ▪ Participate in defining potential resolution(s) ▪ Evaluate need for scope changes and inform the Team Lead of possible need for a scope change request

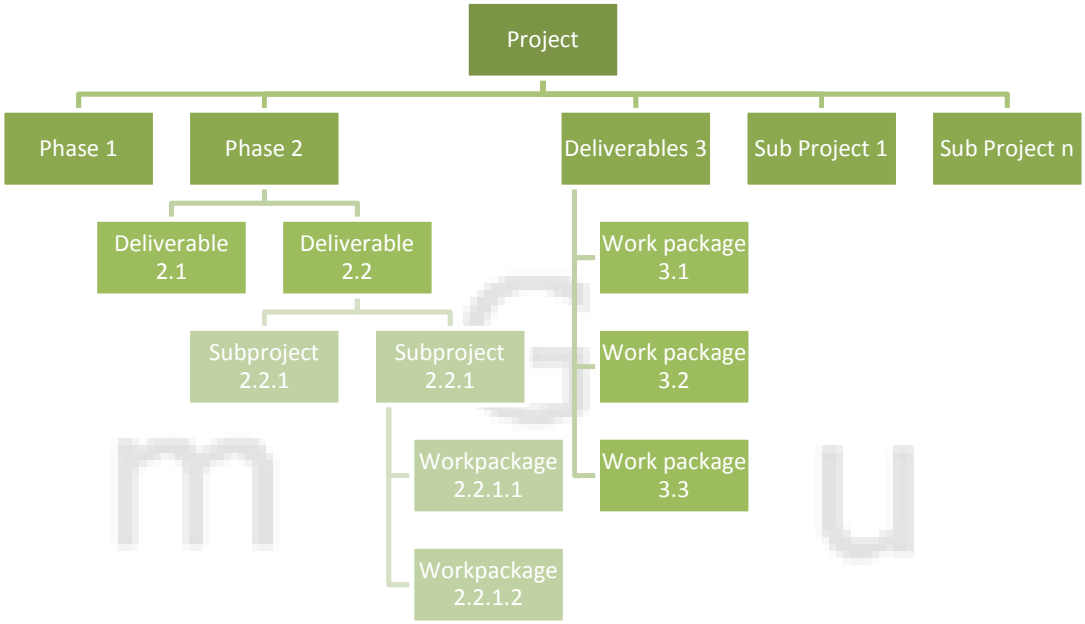
Wish List/Needs/Expectations	Raised By
<< details >>	<< name >>
<< details >>	<< name >>

1.4. Scope Statement

{ For brevity only headings are highlighted, describe in details comparing the case study }

1. Project Objective
2. Product scope description
3. Project requirements
4. Project boundaries
5. Project deliverables
6. Product acceptance criteria
7. Project constraints
8. Project assumptions
9. Initial project organizations
10. Initial defined risks
11. Schedule milestones
12. Fund limitation
13. Cost estimate
14. Project configuration management requirements
15. Project specifications
16. Approval requirements
    i) General
    { Describe a brief about the approval policy }
    The vendor approval policy shall be applicable for approval of vendor, vendor registration, de-listing and re-instatement of status for vendors for Small Track Machine
    ii) Policy for vendor approval
    iii) Technical capability assessment for approval
    iv) Periodicity of approval
    v) Withholding / Suspension of approval of the vendor
    vi) Deletion of vendors name from approved list
    vii) Re-instatement of status of vendor de-listed as above
    viii) Change in name of the vendor
    ix) Change of location/address of works/firm
    x) Supporting Annexures

2. WBS



It is generally not advised to have more than 5 levels (although not mandated) decomposition in a WBS. If such case situation demands project managers may think of structuring the wbs as advised earlier.

2.1. WBS Dictionary

WBS Dictionary	
Code of Accounts ID	**Work Package ID**
Type { check X appropriately}	[ ] **Work Package** [ ] **Summary / Control account** [ ] **FS** [ ] **SS** [ ] **FF** [ ] **SF**
Statement of Work	
Responsible Organization/Individual	
List of Schedule Milestones **1.** **2.** **3.**	
Contract Information [if applicable]	
Quality requirements {Refer to any document if details are available in separate form or cannot be described here} **1.** **2.** **3.**	
Technical References {Refer to any document if details are available in separate form or cannot be described here} **1.** **2.** **3.**	
Resources	
Duration Estimates { Refer to Organization Asset ID in case of analgous, if applicable }	
Dependent schedule activities { in the order , indicate P-Prior, A-After} e.g. **1. P-WP1** **2. P-WP2** **3. A-WP33**	
Cost Estimates { Refer to Organization Asset ID in case of analgous, if applicable }	
Author Comments	
Reviewer Remarks	

3. Inspection

Inspection Checklist can vary depending upon the application area

Example given is a table of content for a general inspection checklist which may not suit to specific project. It is give an idea of how Inspection can be made for application specific project.

Checklist Topics	Examples
Safety and Health Program	Do you have a working procedure for handling in-house employee complaints regarding safety and health?
Flammable & Combustible Materials	Are fire extinguishers selected and provided for the types of materials in areas where they are to be used?
Lockout/Tagout Procedures	Is all machinery or equipment capable of movement, required to be de-energized or disengaged and locked-out during cleaning, servicing, adjusting or setting up operations, whenever required?
Electrical	Do extension cords being used have a grounding conductor?
Hazard Communication	Is there a list of hazardous substances used in your workplace
Personal Protective Equipment	Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?
Hand and Portable Powered Tools	Are employees made aware of the hazards caused by faulty or improperly used hand tools?
Confined Spaces	Is adequate illumination provided for the work to be performed in the confined space?
Walking-Working Surfaces	Is a documented, functioning housekeeping program in place?

For softwares, one can define rules in a rule-engine and a tool would inspect the way the coding has been structured or by following a code walkthrough for specific software standard. For java coding standards, one can refer to the following link or any revised link available.
http://java.sun.com/docs/codeconv/html/CodeConventions.doc1.html

Some sample highlight is given here with regard to naming conventions

Identifier Type	Examples
Packages	com.sun.eng com.apple.quicktime.v2 edu.cmu.cs.bovik.cheese
Classes	class Guruttam; class Wisdom;
Interface	interface RasterDelegate; interface Storing;

Methods	run();
	runFast();
	runBackground();

Variables	int i; char c; float mywidth;

4. Control

Change Request Form

Describe the purpose and usage of the "Change Request Form". The Change Request Form can be an email template. The project manager will ensure the routing of the form to conform with the agreed to change management process.

Item	Description
Change Request ID:	< Running ID for tracking >
Change Summary:	<a brief summary of the change requested>
Change Detail:	<a detailed explanation of the change requested>
Reason for Change:	
Known Impacts:	<what other components or project processes will be impacted by this change>
Risk Summary	<describe the risk (positive/negative) of the change>
Variance Analysis	< Supported by Variance analysis if any>
Benefit:	<1-Low – 5-High, what is the benefit of this change to the project/product>
Penalty:	<1-Low – 5-High, what is the penalty if this change is not approve>
Other Notes:	
Development Impact Description:	
Development Impact in Hours:	
Test Impact Description:	
Test Impact in Hours:	