

Project Management Individual Assignment

Option 3 : Research & Describe 1 of the 10 Knowledge Management Areas

Topic 3 : Project Scope Management

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Introduction to Scope Management

Project management services are becoming common almost everywhere around the market. It is a much temporary form of business transaction that covers many ranges of industry and sector, which includes aviation, telecom, oil & gas, food & catering, fashion and many more. There are 10 knowledge areas in its execution. One of that is scope management offered in project management program which provides stakeholders and project managers the power of understanding on project objectives to be specifically tackled, duty and approaches required in reaching towards a final conclusion within proposed resource. There are six processes in total; four in the planning process group and two in the monitoring and controlling process group.

Definition

As project manager to a web development firm, the main responsibility is to assist and guide our stakeholder mainly through our scope statement, which also stands as one of the three components in scope baseline. Distribution of duty is based on specializations of each staffs and skilled professionals. Our firm's key success factor would focus on the SMART guidelines within our scope management workflow.

Processes Overview

It is imperative to comprehend the project charter, which consists of stakeholder, sponsors, customer and their needs, which criteria would serve as quantifiable functions to the project objectives. We first would collect their requirements; analyze their needs, create work-breakdown structure and gather high-level overview of project. Our firm would dedicate itself through seven processes of the followings in its implementations:

1. Obtaining and analyzing project charter, convert stakeholder's requirements into RMP.
2. Preparing the scope statement, key deliverables, its constraints and boundaries.
3. Planning and creating an assignment program, recruitment of distinct expertise.
4. Choosing suitable software framework, plugins for coordination.
5. Execution of tasks according to project milestone.
6. Validation & control on applicability of design and the project.
7. Technical monitoring & support during and after delivery of project sign-off.

Work Breakdown Structure

Work breakdown or known as WBS Dictionary is a process that divides components into work packages. This output is practically detailed information on the contents involved in scope baselines that is usually featured alongside the scope statement. Here are examples which also encompasses the description of the monitoring and controlling process towards end of set list.

i. Mockup Designs

To summarize, our designer would accommodate a professional layout that centers on the firm's credible persona. The website will feature a monochrome interface, will be built on the latest WordPress platform that would allow the stakeholder's moderating staff to conveniently manage the website's resource through the Content Management System (CMS).

ii. Requirements Specifications & Components

- Dynamic Responsive Website (HTML5/CSS3)
- Domain Registration of Website
- 50GB Hosting Bandwidth
- Mockup Implementation
- E-Commerce Setup
- SEO Optimization
- Antivirus Plugin
- Content Upload
- Deployment

iii. Technical Setup, Configurations

Website will be built on top of HTML5/CSS3 by developer as specified, shall feature robust content management capabilities for web moderators. Below are the key technical details;

- Premium control of all basic text in designated areas of the website via a user-friendly WYSIWYG editor (No need to know HTML)
- Add, edit, or delete images, contents in designated areas of the website
- Changes to content sections and pages automatically update designated navigation menus
- Ability to post multiple file types including videos, audio, and PDFs.
- Google Site Map to manage all hyperlinks
- Auto-generated Site Map for display on site
- Pages and URLs are Search Engine Friendly
- Ability to specify meta-information (keywords)
- E-Commerce functionalities and repositories for inventory controls
- Google Sitemap which indexes the website's pages and links
- Search Engine Optimization plugin which highlights on keywords
- Antivirus Software that blocks the website from malwares and hacker attacks

iv. User Acceptance Testing (Validation)

Project sign off is signified by the stakeholder's final payment in relation to the initial server site build. Upon project being internally verified, agreed and signed by stakeholder; our technician would proceed to provide assistance in setting up the DNS records to point to the website's VPS, catering the appropriate authentication details by stakeholder's representative. The website could either be externally validated through BETA testing.

v. Monitoring & Control

In the circumstance upon deployment of project, we would usually proceed to monitoring, quantitative insights via KPI tools and software. We then would engage with our stakeholder via follow up updates on monthly basis to provide analytics report required in ensuring that project meets all aspect required by stakeholder. The server hosting service includes backups of the client's SQL database and data files under the public admin panel. Such backups are made daily. The backups shall be copied to a location separate from the data center.

vi. Change Requests & Alterations

Additional rounds of design revisions can be provided at an additional cost to be quoted by Project Manager upon request. Furthermore, additional hosting-related support is treated as Support Time and would be subjected to incremental of budget due to changes in scope baseline.

vii. Maintenance & Training

We would not be liable for any loss, damage or delay which arises as a result of multiple revisions, delayed payment and termination of the contract between us and stakeholder, or for our compliance with relevant statutory or regulatory requirements. The support policy provides the following elements, support via telephone, with call costs paid by the stakeholder, sponsor or client.

We also consider software training to be essential. If we consider the stakeholder representative has not received software training or require additional software training, we reserve the right to insist that the stakeholder representative attends software training before any further support is delivered.

Conclusion

To abbreviate on the scope management knowledge area, scope management can be a significantly positive tool for project managers. The definition of scope creep is an often-used terminology by many project managers whom encountered stakeholder, sponsors and clients that deliberately demand continuous amendments. In effort to ensure that resource, labor and turnaround time are managed coherently, it helps for a project manager to be strict in its change control reports so that distribution of duties would be much enforced.

In additional, it functions as measure to avoid the risk of deadline and cost overrun, which would contribute to a project failure and the loss of profit margin within a project.