

SCOPE MANAGEMENT PLAN

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

This project is the development and construction of a resort on a hectare of land co-owned by the sponsors. The project will be implemented and procured through Design- Build- Finance- Operate- Maintain delivery method, thus, a concessionaire will be selected through 2 steps open bidding process. The contract will be splitted into two procurement packages, first will be for the Design & Build part and the other part is during the Operation and Maintenance. Both part is mainly financed by the concessionaire while the owners share their land property to be the location of the project.

Scope Management Approach

The scope of this project is mainly a shared determination between the Sponsors and the Concessionaire, while the responsibility for the management of these scopes lies only on the Concessionaire through the Construction Manager but under the monitoring and control of the Project Manager- hired as an agent by the owner. The scope 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 originate either from the Sponsors or the Concessionaire and other stakeholders of the project. 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 Construction Manager of the Concessionaire is the key player in managing the scopes of the project with an upper control by the Project Manager who represents the owners or sponsors. To ensure that the work performed on the project is within the established scope throughout the entire duration of the project, the following responsibilities of the primary roles in the project were defined for the scope management:

Owners	The Sponsors	<ul style="list-style-type: none">• Approve or deny scope change requests as appropriate• Evaluate need for scope change requests• Accept project deliverables
Project Manager	The Agent	<ul style="list-style-type: none">• Monitor and control the works of the Concessionaire in managing the scopes
Engineering and Technical Consultant	The Agent	<ul style="list-style-type: none">• Assist the Project Manager in monitoring and controlling the works of the Concessionaire on the technical and engineering aspects of the scopes
Construction Manager (May have the designation of Project Manager on the contractor side)	The Concessionaire/ Contractor	<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

Scope Definition

It is understood that all the management planning of the different knowledge areas including the scope management plan were initially drafted to create a prefatory documents of the project, therefore, this plans will undergo a preliminary and finalization process during the project planning stage.

The project management team will revisit this plan in a focus group, analyze and re-define the preliminary scopes then decide on the actual scopes of the project with reference to the approved Project Charter and the result of the feasibility study. The group is mainly composed by the sponsors with the aid of the subject matter expert which is the hired Engineering and Technical Consultant with the facilitation of the Project Manager during the conceptual planning stage of the project. It is expected that the group will have a consensus on the Requirements Documentation and Requirements Traceability Matrix as an output of this process which will be completed in an agreement with the concessionaire on the finalization stage.

The project description and deliverables that were pre- identified will be fully developed based on the requirements collection process and inputs from the subject matter experts. This process of expert judgment provide feedback on the most effective ways to meet the original requirements of the proposed project.

Project Baseline

The project baseline is primarily composed of the following:

- The Project Scope Statement
- The Work Breakdown Structure
- The WBS Dictionary

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 in order to eliminate any implied but unnecessary work which falls outside the of the project's scope. (Please see separate document for the Project Scope Statement)

Work Breakdown Structure

The overall project is divided into three phases due to the nature of each respective deliverables and to effectively manage their scopes. The first phase is the pre-construction with activities mostly on initiating and planning processes. The phase two was subdivided into two stages to mark down the start of business even prior completion of the whole construction deliverables. Phase three is purely on the operation and maintenance but then again subdivided into two for the one year

operation under close monitoring and assessment to ensure its self- sustaining business enterprise. (Please see separate document of the WBS).

WBS Dictionary

In order to more clearly define the work necessary for project completion the WBS Dictionary is used. The WBS Dictionary includes an entry for each WBS element, 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. (Please see separate document of the WBS Dictionary).

Scope Verification

As this project progresses the Project Manager will verify interim project deliverables completed by the concessionaire 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 contractor's 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. Either the contractor/concessionaire or the sponsors/owners 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 or Change Order. The Project Manager will receive it and analyze if the change is sensible which he will then endorse further, or deny it if it

does not apply to the intent of the project. The Eng'g & Tech'l Consultant will then initially assess the impact of the suggested change to the scope of the project which he will then endorse to the Change Control Board for decision. The Change Control Board may reject or approve the scope change by signing the project control document. Upon acceptance of the scope change by the Change Control Board the Project Manager will update all project documents and communicate the scope change to all project team members stakeholders.

CHANGE REQUEST PROCESS

