

**Muscogee County School District**

**Division of Information Services – Application Services**

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**Open Enrollment Development Project**

**Scope Statement and Management Plan**

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# Revision History

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Revision Notes** |
| .01 | 5/30/13 | Wes Drury | Initial Draft Created |
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# Purpose

The Scope Statement and Management Plan documents detailed information on the scope of the project and how the project scope will be managed.

# Scope Statement

In order to provide an end user friendly Open Enrollment system the Muscogee County School District decided to use a custom built application. The new application will be built in house by the Application Services Development Team. The new system will function similar to the old custom built Open Enrollment application that was used inside of Employee Net. The custom built Open Enrollment application will fill in the below gaps that the BusinessPlus system could not accommodate:

1. Easy User Interface
2. Confirmation and Printing of Benefit selections
3. Easy Admin Interface

This project will be broken down into the follow two phases:

**Phase 1** – This phase will focus on planning, developing and launching the Open Enrollment application. In the planning phase we will define the features and functions of the applications. This will be captured in the Requirement Traceability Matrix documentation. This phase of the project will begin in May and will be complete in September.

**Phase 2** – This phase will focus on building the interfaces and data integration back into the BusinessPlus system. This phase of the project will begin in August and will be complete in October.

We will use the Scrum framework for all software development projects. Scrum development coding cycles will occur for two – four weeks with a review at the end. This will ensure that development will stay on track and changes can be recommended at each review.

## Training

The new application will be very easy to understand but it will be recommended that some documentation be provided to all employees. This documentation should walk the employee step by step through the entire Open Enrollment process and how to utilize the application to make their selections. The training documentation should be developed by Benefits with the help of Application Services.

Customer Support will also receive hands on training on the application so they can assist employees with any issues that may arise. The hands on training will be delivered by Application Services.

## Application and Data/Database Structures

The Open Enrollment application will utilize its own custom database along with the BusinessPlus database. The application will integrate into BusinessPlus as to be determined after the requirements gathering. All requriements will be kept in a Trello board which all team members will have access to.

# Scope Change Review and Approval Process

Once the scope in this document is approved, changes to the scope may be submitted, evaluated and approved through email to the Project Manager.

# Resource Management

The core project team includes the Project Manager, Subject Matter Experts, Web Developer, Database Administrator, Application Analyst, and Business Analyst. The resources will be spread across the following departments and teams:

**Application Services**

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| Project Manager – Wes Drury |

|  |  |
| --- | --- |
| Web Team | ERP Team |
| Web Developer – Billy Gunnels | Application Analyst – Ann Williams |
| Database Administrator – Rob Mahon | Business Analyst – Teresa Williams |

**Benefits**

|  |
| --- |
| Subject Matter Experts – Gail Knight and Cheryl Nelson |

Additional resources may be needed during the application testing phase.

# Quality Management

## Testing

The project team will create detailed test plans and scripts to validate the following:

Functionality

Front End Screens

Admin Screens

Interface Extracts

All changes or issues found during the testing phase must be reported to the Project Manager immediately so they can be included in the Final Coding Cycle.