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|  | **Dutch Brothers Plus** | Tel: | 530-315-4839 |
| September 26, 2018 |  |  | 125 |

Jeffery Morse, PM

DBP-Store

*Store and Kiosk*

Project Scope Management Plan

The project scope management plan is a component of the project management plan that describes how the scope will be defined, developed, monitored, controlled, and verified.

### REVISIONS AND DISTRIBUTION

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| **Revision** | **Release date** |  | |  |  | **Distributed to\*** | | | | | | | |
| Client | Consultant | JV Main office(s) | All project mgmt. dept. | Sub  -  contractors | Suppliers |  |  |  |  |  |  |
| Rev. 0 (draft) | 29/10/2013 |  |  |  |  |  |  |  |  |  |  |  |  |
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\*) Detailed distribution lists shall be prepared for each distribution event. Further details as per the project communication plan

#### Amendments

The Project Scope Management Planfrom time to time may require updates. Any amendment to this plan shall be informed to the change control board by use of the change request form and approved by the project change control board prior to distribution. Only revised parts of the plan will be distributed along with the approval and shall be accompanied by instructions how to implement the changes.

The initial page numbering system (to be added upon initial approval) will be a normal continuous numbering displayed in the lower right corner of each page. In the event that pages have to be added, characters shall be added to the number. In case entire pages are deleted, the corresponding page shall be replaced by a blank page stating “page removed”.

Each added/changed page shall have the revision number and date of approval displayed on the bottom of the page.

### PROJECT SPONSOR APPROVAL

|  |  |  |
| --- | --- | --- |
| **Prepared by: Jeffery Morse PM** | **Reviewed by:** | **Approved by Proj. Sponsor:** |
| HQ, 26/09/2018 | Place, dd/mm/yyy | Place, dd/mm/yyy |
|  |  |  |
| Jeffery Morse, PM  Designation | Name  Designation | Name  Designation |

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# INTRODUCTION

Give a brief explanation how the scope will be defined, developed, monitored, controlled, and verified.

The Scope is defined starting from the closing of the purchase of the location to the sign—off on deliverables from DBP. It includes ground work, sidewalk engineering, building remodel, kiosk construction, landscaping, and the parking lot. No changes to the plan will occur with out documentation, changes to documentation and plans may only occur to meet 1. Quality Assurance. 2. DBP changes to allow DBP quality assurance. If changes are made the document must be signed by the modifier, and then forwarded to each manager for a signature as well as the foreman on site. Lastly, the PM will sign off the change before actual changes occur in construction.

## Other Project Plans

This Project Scope Management Plan forms part of the overall project management plan. Further project plans to be read in conjunction to this project quality management plan are:

1. Project Management Plan,
2. *(this Project Scope Management Plan),*
3. Project Requirements Management Plan,
4. Project Schedule Management Plan,
5. Project Cost Management Plan,
6. Project Quality Management Plan,
7. Process Improvement Plan,
8. Project Human Resource Management Plan,
9. Project Communication Management Plan,
10. Project Risk Management Plan,
11. Project Procurement Management Plan,
12. Project Stakeholder Management Plan,
13. Project Financial Management Plan,
14. Project Health and Safety Management Plan,
15. Project Environmental Management Plan,
16. Project Claim Management Plan.

# SCOPE MANAGEMENT APPROACH

## Scope Statement Development

The scope statement will be developed using this list

1. **Overall description of the work.**  State what the project will build.
2. **Deliverables.**  What will be produced by the project, and what are its key features?  Also, what client need is the project satisfying?
3. **Justification for the project.**  Why the project was initiated in the first place.
4. **Constraints.**  Physical boundaries, Risk, Time.
5. **Assumptions.**  Weather, Availability, etc.
6. **Inclusions/Exclusions.**  Uncertainties to be that may need to be included or excluded from the project.

## WBS Structure Development

WBS will be developed using the sticky note technique and set in phases. WBS dictionary will be created from terms used.

## Scope Control

How are you planning to maintain the scope baseline and how will you manage scope changes?

Scope baseline will be managed by the rule No changes without written authorization. Only items included in approved blue prints and schematics will be constructed. The Goal of having a Store front and Kiosk that looks the same at each new location is a selling point no variation can occur without full authorization. Scope will be maintained through the authorization process. When any form is changed that form in forwarded to each manager, and the Forman, and finally the county building dept for authorization, after this the PM must sign off and give the final authorization.

## Acceptance of Deliverables

After the final inspection from the county, city and state inspectors the DBP inspector will come and sign off for quality assurance. After all inspectors have signed off, the DBP Franchise owner will come and do a walk through and sign off receiving the deliverables.

# PROJECT SCOPE STATEMENT

## Product Scope Description

xxx

## Deliverables

One remodeled store front, with seating and music systems, signage and countertops. One kiosk drive-thru with signage, countertops, electric, and drainage. One parking area with landscape and signage. Note; in cases where there is no existing building the remodel will be a new build instead.

## Scope Acceptance Criteria

All deliverables must pass quality inspections by city, county and/or state building departments.

All deliverables must pass DBP quality management inspections.

All deliverables must include all authorized items, on time and within budget, unless authorization for extensions are authorized and signed off by DBP, and all Project Managers.

## Scope Exclusions

Scope does not include the purchase of the location of store.

Scope does not include machinery or equipment needed for day to day business unless item in part of the building itself –such as a walk-in refrigerator or freezer.

Scope Inclusions

Scope can be extended for reason concerning quality assurance. i.e. to meet city, county, or state building codes; To meet store requirements for machinery or appliances.

## Constraints

City, County, and State building codes; 16 week time table; Electric service must include Solar, and alternative service providing.

## Assumptions

Major assumptions is that local building material will be available; Sub contractors for concrete work, framing, electric, blacktop, and alternative power services will be available within the time-frame.

# WORK BREAKDOWN STRUCTURE (WBS) AND DICTIONARY

The WBS is a hierarchical decomposition of the total scope of work to be carried out by the project team to accomplish the project objectives and create the required deliverables.

Taking into consideration the importance and the possible size of the WBS, it may be better attached to this scope management plan as a separate document.

The WBS can be prepared in different ways including commonly used project management software such as MS Project, Primavera or others.

# ATTACHMENTS:

|  |  |
| --- | --- |
| Attachment 1 |  |
| Attachment 2 |  |