



Project Scope Statement

Project Name
ASSD QUALITY MANAGEMENT SYSTEM DEVELOPMENT
Project Purpose
The ASSD Quality Management System Development project aims to create a comprehensive Quality Management System (QMS) within the ASSD that ensures all products and services meet the required standards and specifications. This system will encompass both quality assurance (QA) and quality control (QC) processes to maximise product quality and minimise deficiencies and discrepancies.
Goals & Objectives
<ol style="list-style-type: none"> 1. Develop and implement a robust QMS to ensure conformance to requirements. 2. Establish quality assurance processes to ensure that the project scope conforms to client and regulatory requirements. 3. Implement quality control procedures to ensure conformance to specifications throughout product/service lifecycles. 4. Ensure compliance with relevant legal, regulatory, and industry standards.
Scope Summary & Boundary Conditions
<p>The scope of this ASSD QMS Development project includes the following key elements:</p> <ul style="list-style-type: none"> • Deliverables: <ul style="list-style-type: none"> • A detailed quality management plan outlining administrative processes and procedures. • Quality assurance processes to ensure conformance to requirements. • Quality control procedures for each step of a product/service lifecycle, from design to disposition. • Training programmes for employees on the new QMS. • Documentation and reporting systems to track quality metrics and compliance. • Regular audits and reviews to ensure continuous improvement. • Project Restriction: <ul style="list-style-type: none"> • The project will focus on the development and implementation of the QMS within the ASSD, in harmonisation with the organisation-wide quality systems. • It will not include the development of new products or services. • The project will adhere to the existing budget and timeline constraints. • Assumptions: <ul style="list-style-type: none"> • Management will provide the necessary resources and support for the project. • Employees will participate in training and adhere to the new quality systems.



- External vendors and subcontractors will comply with the established quality requirements.
- **Constraints:**
 - The project must be completed within the allocated budget and timeframe.
 - All QA and QC processes must comply with relevant legal and regulatory standards.

Bounday Conditions:

- Implementation Date: Between 01-April-2025 and 12-December-2025.
- The Project Reach & Location: ESWACAA's Aviation Security Standards Directorate (ASSD), within Matsapha Airport.
- Expertise required: Experts in the development / establishment of Quality Management Systems, preferably with an aviation understanding. Internal expertise to be considered prior to the consideration of external consultants.

Summary:

In summary, the "ASSD Quality Management System Development" project is focused on creating a comprehensive Quality Management System (QMS) within the ASSD that integrates both quality assurance (QA) and quality control (QC) processes. This system will ensure that all products and services meet the required standards, thereby enhancing overall quality and minimising deficiencies and discrepancies. The project will deliver detailed plans, procedures, training programmes, and documentation to support the new quality systems, while adhering to budget and timeline constraints. It does not include developing new products, making unrelated design changes, or extending the project scope beyond the organisation.

The following Scope Details defines what is included (in-scope) and excluded (out-of-scope) from the project. This clear delineation ensures that the project remains focused and achieves its objectives effectively and ensures clarity among stakeholders and helps manage expectations.

Scope Details

<i>In Scope</i>	<i>Out of Scope</i>
Development and implementation of a comprehensive Quality Management System (QMS) within the ASSD	Development of new products or services
Establishment of quality assurance (QA) processes to ensure conformance to requirements	Changes to existing product designs or specifications not related to quality management
Implementation of quality control (QC) procedures for each step of a product/service lifecycle, from design to disposition	Implementation of quality management systems outside of the ASSD
Creation of a detailed quality management plan outlining administrative processes and procedures	Any activities or processes not directly related to the development and establishment of the QMS



Development of training programmes for employees on the new QMS	Budget increases beyond the allocated project budget without the Project Director approval
Establishment of documentation and reporting systems to track quality metrics and compliance	Extensions to the project timeline beyond the agreed-upon deadlines without the Project Director approval
Conducting regular audits and reviews to ensure continuous improvement	
Ensuring compliance with relevant legal, regulatory, and industry standards	
Integration of QA and QC processes to create a seamless quality management system	
Harmonisation of QA and QC processes with company (ESWACAA) QA and QC processes	

ACKNOWLEDGEMENTS / APPROVALS:

Process Owner: _____
 NAME SIGNATURE DATE

Project Leader: _____
 NAME SIGNATURE DATE

DG Approval: _____
 NAME SIGNATURE DATE



Project Scope Statement Guidelines

- **Project Scope Statement:** The purpose of this Project Scope Statement is to provide a summary of the Project Scope to help project team members understand why the project is being done and the scope / boundaries of the project. The Statement helps project managers, teams and upper management plan and execute the project, manage expectations, mitigate risks, and clarify agreements.
- **Project Purpose:** A summary of the business justification for the project. This should be written in a way that project team members without a detailed understanding of the background and history of the project can understand and should seek to be an answer to the question, "Why is this project being done?"
- **Goals & Objectives:** The key objectives that the project is aiming to deliver, ideally listed in decreasing priority order. This should align with the business case and should contain the same level of detail.
- **Scope Summary/Boundary Conditions:** This is the brief summary of the project scope that is then expanded on in the subsequent fields. This field should be sufficient to provide an overview of the project for individuals who simply need an overview. The concept of boundary conditions is for scenarios where the limits of scope can be defined, such as date ranges, geographic reach, offices, etc.
- **Project Scope:** This is the work required to complete a project, including tasks, timeframes, resources, budget, schedule, and deliverables.
- **Scope Details:** This section provides greater details of the items that are included in scope or that are specifically excluded from the project. This information should supplement the Scope Summary for team members who need a greater level of information.
 - **In Scope:** Specific items/features that will be delivered as part of the project. At the scope statement level, this should still be fairly high level; details will be provided in requirements documentation, but this should identify the categories of requirements that will be developed and will establish a framework for the project work. Each different area of work should be separated, and in order to provide a complete summary of work to be performed on the project non-functional requirements can be included.
 - **Out of Scope:** This section identifies areas where there may be confusion around the scope and explicitly excludes those areas. This should only be used if it adds value or removes confusion from the scope statements, for example - "anything not defined as in scope" does not add value.

END