

Course Description: This course will enable participants to effectively manage the scope and requirements of a project. As part of the Triple Constraints, Scope is often the most challenging part of the constraints to manage. In this class the participants will participate in group exercises that will enable them to learn the skills needed to properly manage the Scope of a project.

Who Should Attend: This class is intended for any person functioning as a Project Manager or aspiring to be a Project Manager.

Prerequisites: Students should have taken the Project Management Overview course.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Determine the Business Need that is driving a project.
- Define project vs. product scope and determine how a project integrates with the overall operations of an organization.
- Define the Inputs, Tools and Techniques, and Outputs of proper Scope Management and identify appropriate quality requirements.
- List the proper techniques and tools to effectively define the Scope of a project and determine macro risks.
- Determine ways of dealing with the change.
- Describe how to create a Work Breakdown Structure.
- Determine how to properly verify Scope.
- Determine how to control the Scope of a project during the Execution Phase of the project.

Course Outline:

Project Scope Management

Project Scope Vs. Product Scope

Scope Planning

Inputs
Enterprise Environment Factors
Organizational Process Assets
Project Charter
Preliminary Project Scope Statement
Project Management Plan
Tools and Techniques
Expert Judgment
Templates, Forms, and Standards
Outputs
Project Scope Management Plan

Scope Definition

Inputs
Organizational Process Assets
Project Charter
Preliminary Scope Statement
Project Scope Management Plan
Approved Change Requests
Tools and Techniques
Product Analysis
Alternatives Identification
Expert Judgment
Stakeholder Analysis
Outputs
Project Scope Statement
Project Objectives
Product Scope Description
Project Requirements
Project Boundaries
Project Deliverables
Product Acceptance Criteria
Project Constraints
Project Assumptions
Initial Project Organization
Initial Defined Risks
Schedule Milestones
Fund Limitation
Cost Estimate
Project Configuration Management Requirements
Project Specifications
Approval Requirements
Requested Changes
Project Scope Management Plan (Updates)

Create Wbs

Inputs
Organizational Process Assets

Project Scope Statement
Project Scope Management Plan
Approved Change Requests
Tools and Techniques
WBS Templates
Decomposition
Outputs
Project Scope Statement (Updates)
Work Breakdown Structure
Organizational Breakdown Structure
Bill of Materials
Risk Breakdown Structure
Resource Breakdown Structure
WBS Dictionary
Scope Baseline
Project Scope Management Plan (Updates)
Requested Changes

Scope Verification

Inputs
Project Scope Statement
WBS Dictionary
Project Scope Management Plan
Deliverables
Tools and Techniques
Inspection
Outputs
Accepted Deliverables
Requested Changes
Recommended Corrective Actions

Scope Control

Inputs
Project Scope Statement
WBS
WBS Dictionary
Project Scope Management Plan
Performance Reports
Approved Change Requests
Work Performance Information
Tools and Techniques
Change Control System
Variance Control
Re-planning
Configuration Management System
Outputs
Project Scope Statement (Updates)
WBS (Updates)
WBS Dictionary (Updates)
Scope Baseline (Updates)
Requested Changes
Recommended Corrective Action
Organization Process Assets (Updates)

Project Management Plan (Updates)