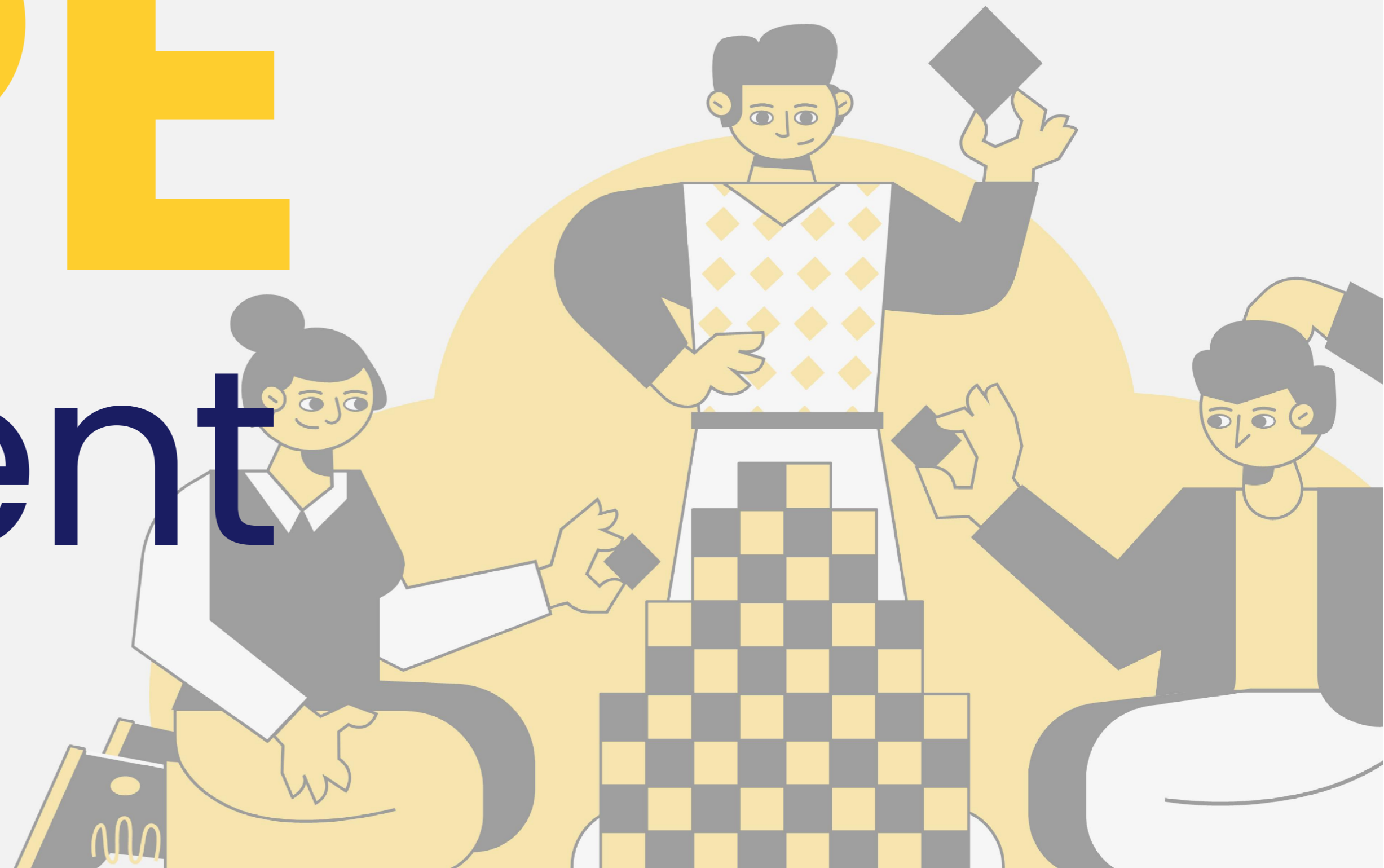


Project

SCOPE

Management





What is **SCOPE**?



SCOPE

“the extent of the area or subject matter that something deals with or to which it is relevant.”



PROJECT SCOPE

Scope refers to the combined objectives & requirements needed to complete a project. Scope outlines the time & cost of a business project.



SCOPE CREEP

When uncontrollable changes extend the project deadlines & require effective project management.

Other elements of SCOPE

Product Scope

The features and functions that characterize a product/service/result.

Project Objective

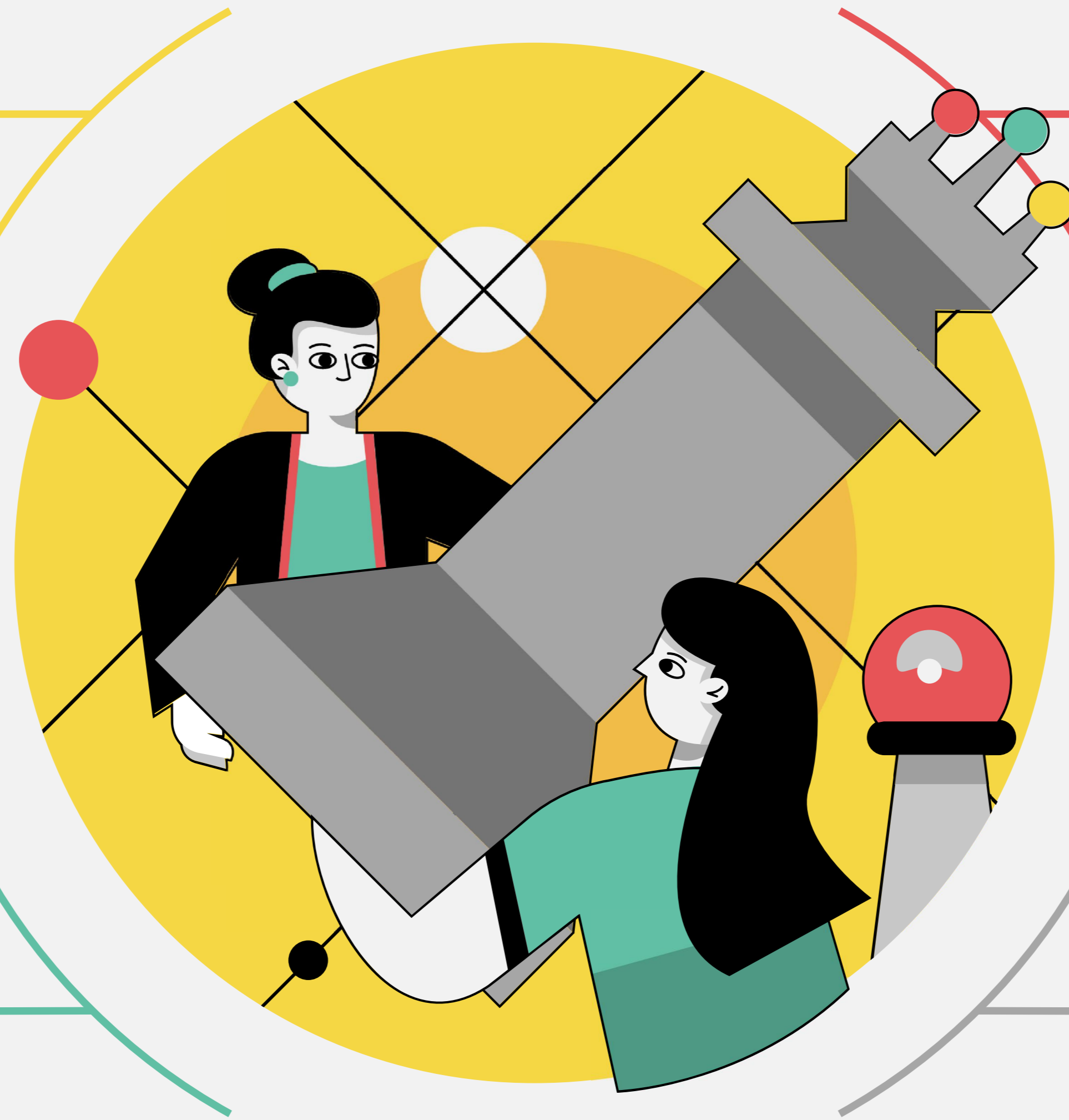
Refers to a detailed description of the expected / desired outcome of the project

Accepted Deliverables

Formal documentation received from the customer or sponsor acknowledging formal stakeholder acceptance of the projects deliverables.

Scope Baseline

Includes approved Project Scope Statement, WBS, and WBS Dictionary



Visualizing a Project's Scope

Project managers use a variety of tools & processes for project scope management.



12%

12% of all resources are wasted due to bad project management



25%

Only 25% of organizations use a scope management software



Scope Management Process



Sub Process-1

Sub Process-2

Sub Process-3

Sub Process-4

Sub Process-5

Plan Scope Management

Collect Requirements

Define Scope

Create WBS

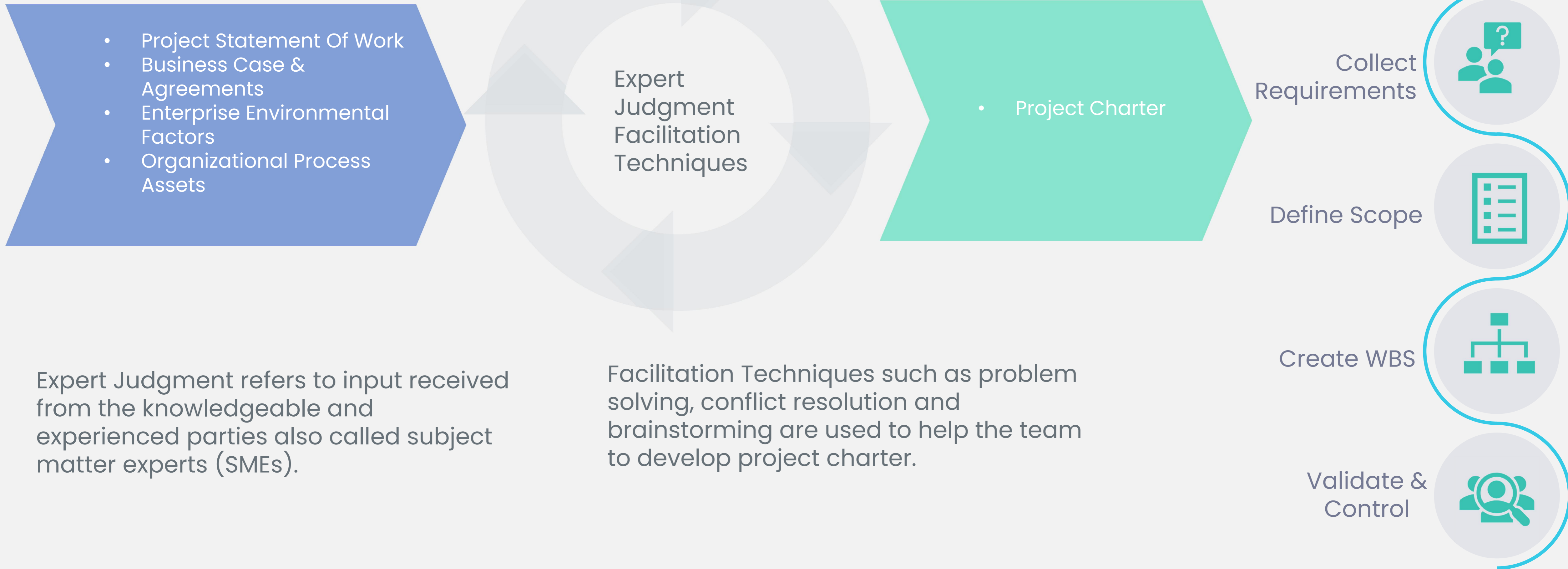
Validate & Control

Plan Scope Management

Process of creating a **scope management plan** that documents how the project scope will be **defined, validated, and controlled.**



Plan Scope Management



Expert Judgment refers to input received from the knowledgeable and experienced parties also called subject matter experts (SMEs).

Facilitation Techniques such as problem solving, conflict resolution and brainstorming are used to help the team to develop project charter.

Project Charter

- ❑ Purpose and objectives of the project in clear, concise language
- ❑ Requirements of the project at a very high level and without much detail
- ❑ Project description in a paragraph or two that explains the project
- ❑ Known high-level, major categories of risks for the project
- ❑ Schedule of events with the start and end dates
- ❑ Major events or milestones along the path.
- ❑ Budget or summary of how much the project will cost
- ❑ Requirements from the organization for approval, including what to approve, who will approve, and how to get the approval
- ❑ Key players or stakeholders in charge of which parts of the project and who will approve the plans to go through
- ❑ An introduction of the project manager, project sponsor, and their authority level

Project Charter contains:

- The Project title
- Project purpose or justification
- High level description, goals, and objectives
- High level requirements
- The key stakeholders and their roles
- High level Risks (Constraints & Assumptions)
- Summary budget (ROM) & Summary milestone schedule
- Project approval requirements
- Name and authority of the sponsor authorizing the project charter
- Project manager, responsibility and authority level

Project Scope Statement

- Project Scope Statement
- Product Scope Description
 - Project Deliverables
 - User Acceptance Criteria
 - Project Boundaries
 - Project Assumptions & Constraints

❑ The project scope statement is divided into eight sections:

❑ Product Scope Description

It contains every detail related to the product. It includes goals and objectives, which further include the breakdown of steps into smaller tasks that lead to the achievement of the target. The product scope description will also contain project constraints, scope baseline, and other relevant data.

❑ Product Acceptance Criteria

The customers' criteria permit the product's use. It defines customers' expectations for the product and its intended application by the customer.

❑ Project Deliverables

It states the output components of the project. Project deliverables vary based on the department and product required, as it can be software, documents, product, and other things.

❑ Project Exclusions

It states the particulars that are outside the project scope. The company can leave these out in delivering the project. For example, application updates may be a part of the next project. So, the company won't work on this currently.

❑ Project Constraints

Clear indications of resources that are lacking and may hamper the project output or elements that need separate attention. It can include cost, time, resources, methods, scope, and more.

❑ Project Assumptions

It includes the availability of the resources based on the requirement or possibility of occurrence of an event when needed.

❑ Milestones

These are the project phases wherein important results or outputs are to be witnessed.

❑ Agreement

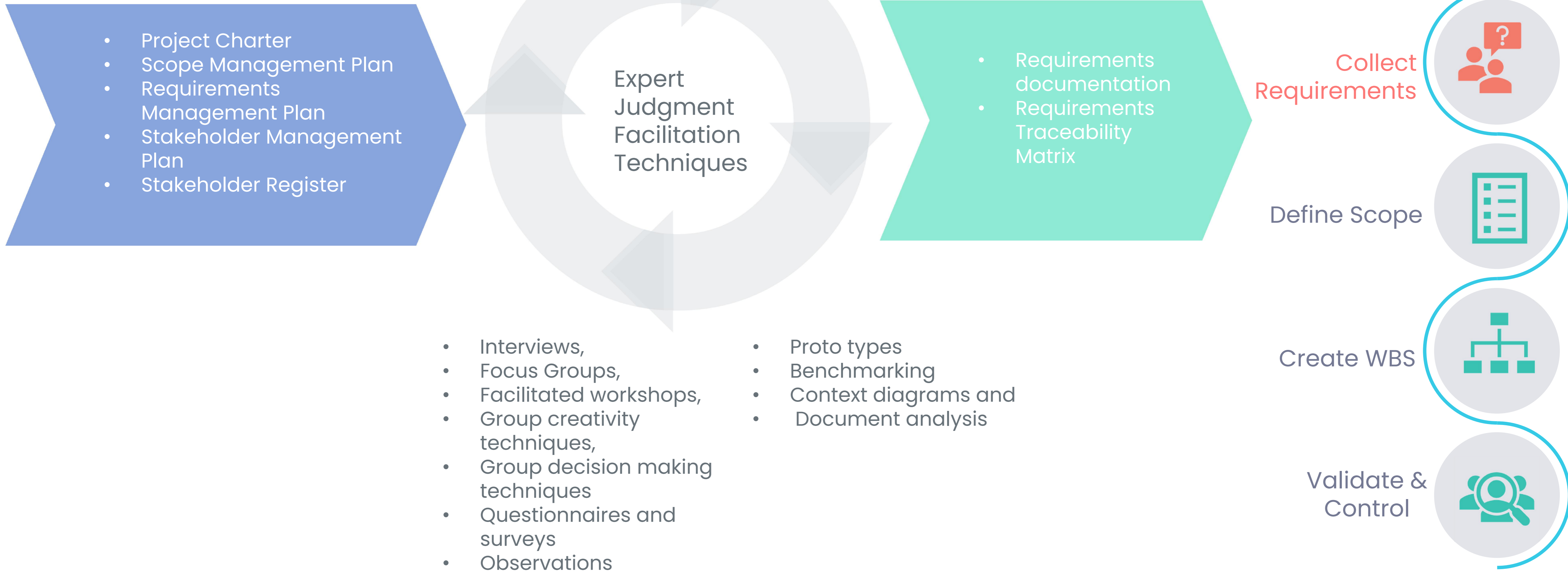
The mutual decision between the organization and stakeholders concerning the quality, benefits, risks, costs, and other components related to the project.

Collect Requirement

Is the process of defining, documenting, & managing stakeholders' needs and requirements to meet the project objective.

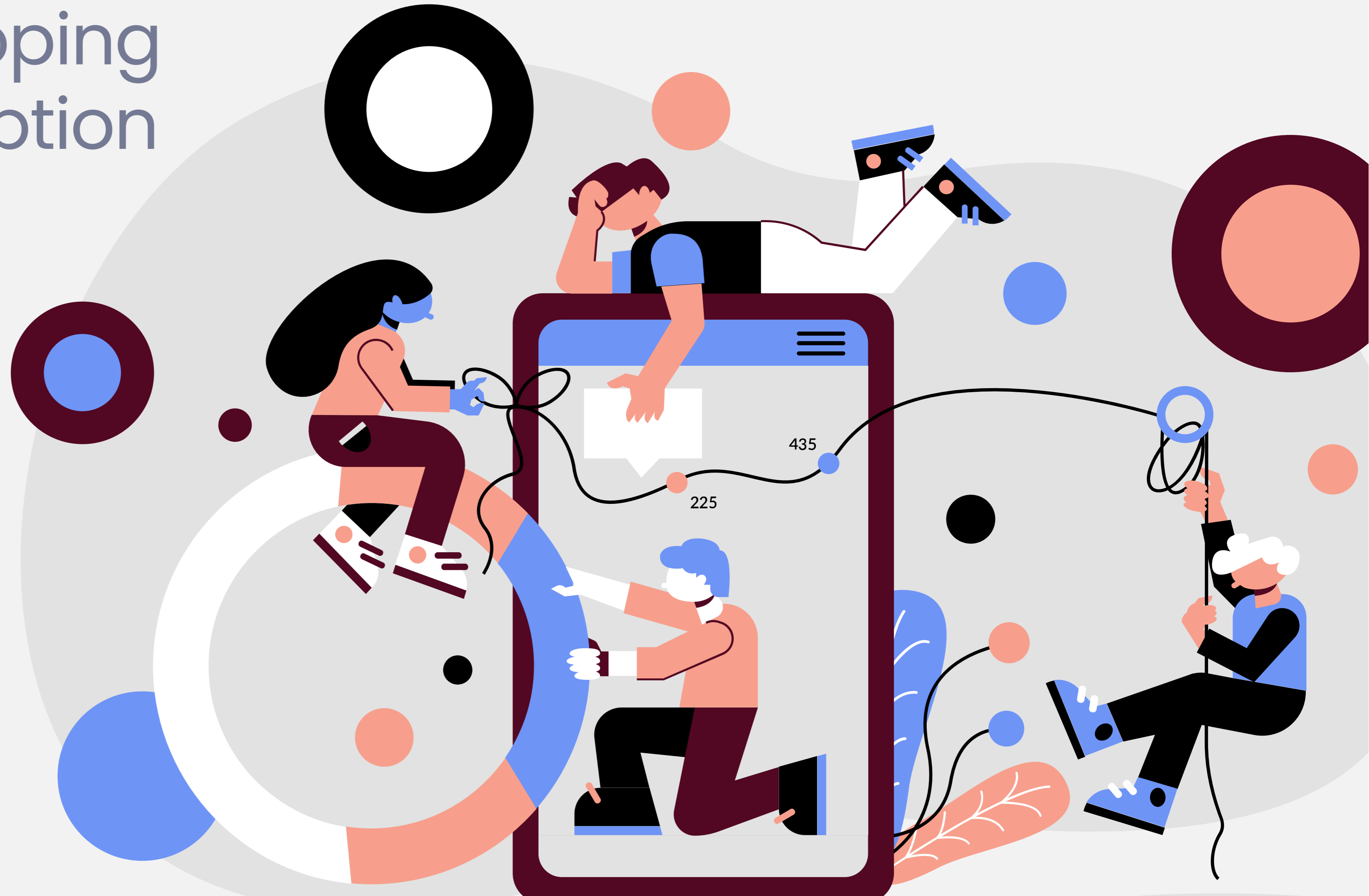


Collect Requirement



Define Scope

Process of developing a detailed description of the project and product.



Define Scope

- Project Charter
- Scope Management Plan
- Requirements Documentation
- Organizational Process Assets



- Project Scope Statement
- Project Documents Updates

- Expert Judgment
- Product Analysis
- Alternatives Generation
- Facilitation Workshops

Plan Scope Management



Collect Requirements



Define Scope



Create WBS



Validate & Control

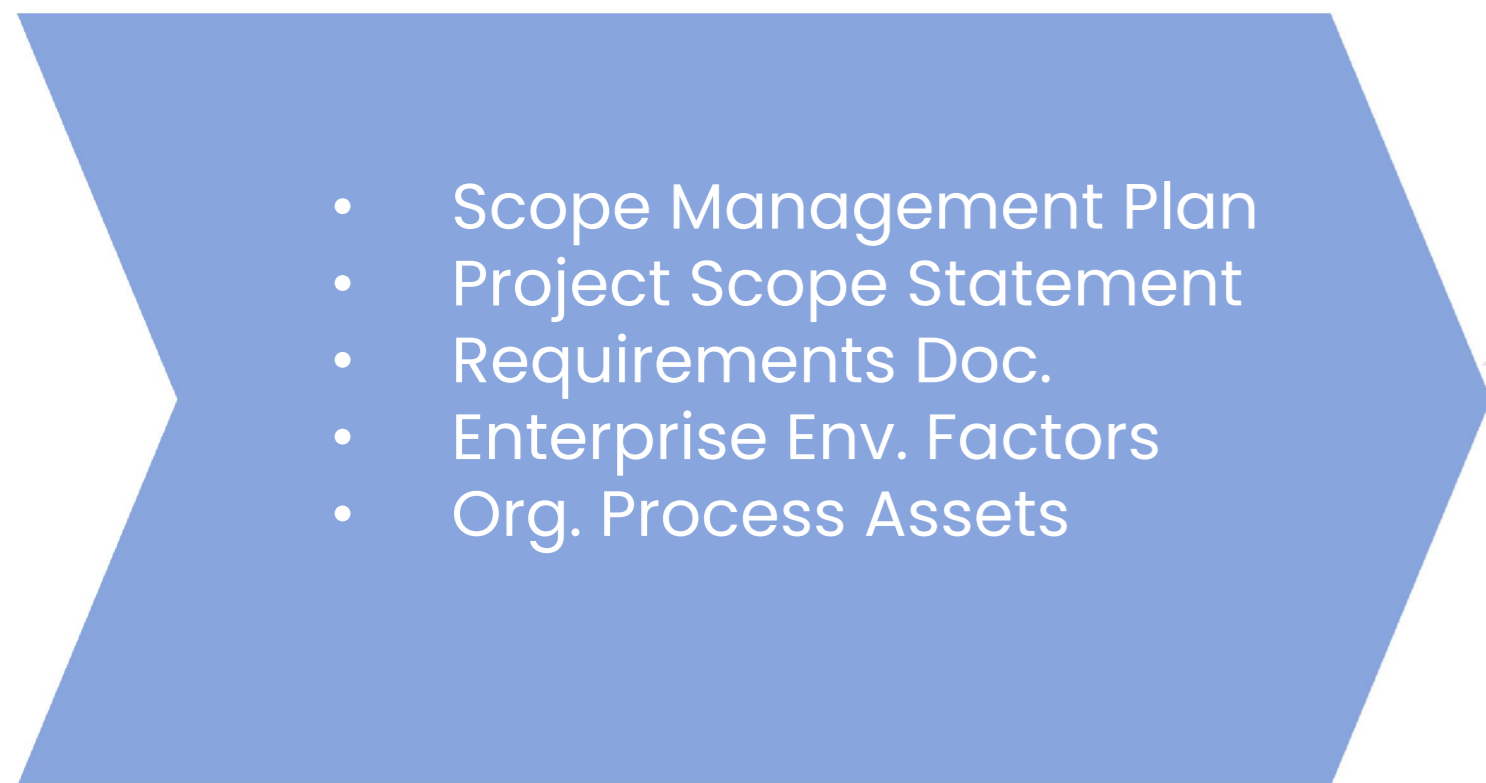


Create WBS

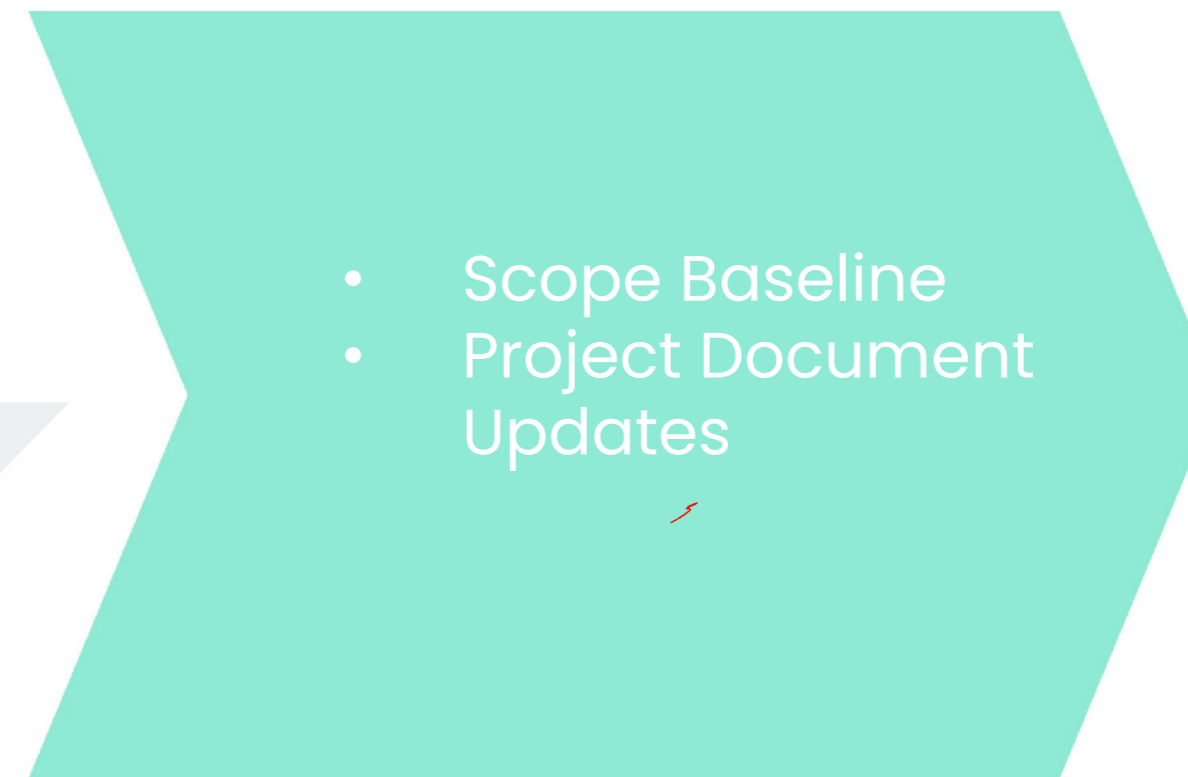
Subdividing deliverables and project work into smaller, more manageable components.



Create WBS



- Decomposition
- Expert Judgment



Plan Scope Management



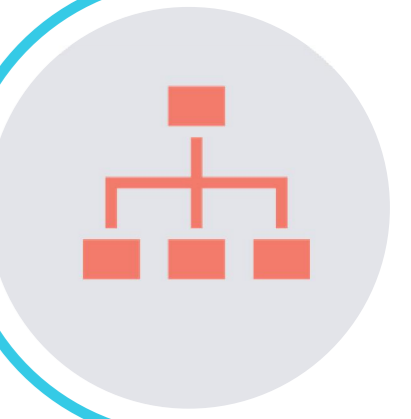
Collect Requirements



Define Scope



Create WBS



Validate & Control



WBS & WBS Directory

- ❑ Hierarchical breakdown of the project by deliverables.
- ❑ Actual structure we are used to seeing and using to organize the project
- ❑ Allows us to breakdown the scope into more manageable pieces
- ❑ Provides a reporting structure that we use for planning, capturing performance and actuals.
- ❑ The hierarchical structure allows us to drill down and look at the project at its lowest level, rolled up to look at it as a whole, or somewhere in between.
- ❑ WBS is how the work relates to the Statement of Work (SOW)
- ❑ The WBS dictionary is usually a spreadsheet
- ❑ lists the WBS, the WBS element name, a description of the work in that element at a minimum.
- ❑ WBS dictionary will have a field that designates which SOW paragraph is covered by that WBS element.
- ❑ This mapping relates the two structures to each other
- ❑ Helps to understand how the project is planned, How it is performing and what it is costing.

Work breakdown structure

Project

**Phase or
Deliverable**

**Phase or
Deliverable**

**Work
package**

**Work
package**

**Work
package**

**Work
package**

**Work
package**

Activities

Activities

Activities

Activities

Activities

Activities

Validate Scope

Process of formalizing acceptance of the completed project deliverables.



Validate Scope

- Project Management Plan
- Requirements Documentation
- Requirements Traceability Matrix
- Verified Deliverables and Work Performance data

- Inspection
- Group Decision Making Techniques

- Accepted Deliverables
- Change Request
- Work Performance Information
- Project Document Update

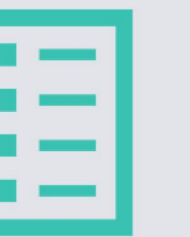
Plan Scope Management



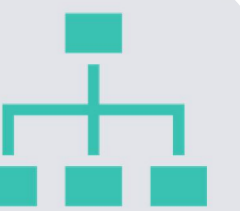
Collect Requirements



Define Scope



Create WBS



Validate & Control



Control Scope

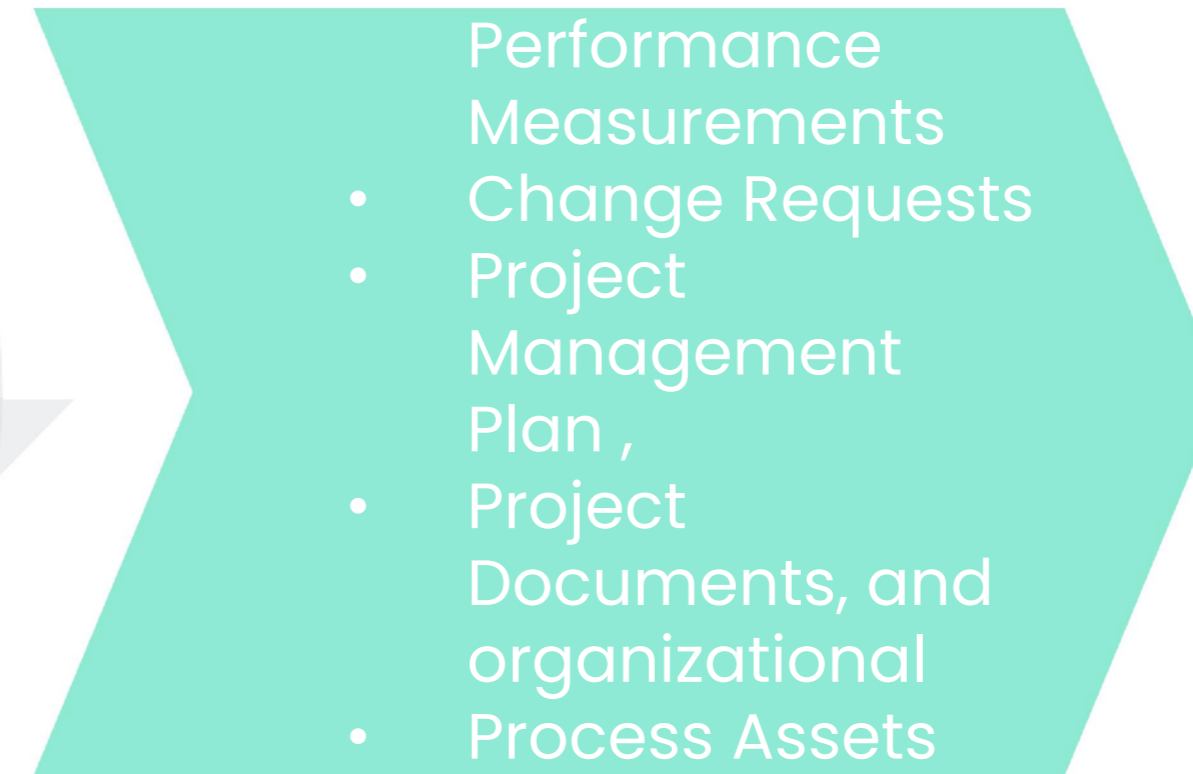
Monitors status of the project and product scope and manages changes to the scope baseline.



Control Scope



- Variance Analysis



Plan Scope Management



Collect Requirements



Define Scope



Create WBS



Validate & Control



Plan Scope Management

Is the process of creating a scope management plan that documents how the project scope will be defined, validated, and controlled.

Collect Requirement

Defining & documenting stakeholders' needs to meet the project objectives

Define Scope

Process of developing a detailed description of the project and product.

Create WBS

Subdividing deliverables and project work into smaller, more manageable components



SUMMARY



Project Scope

The work that must be done to achieve Product Scope



Product Scope

The features and functions that characterize a product/ service/result.



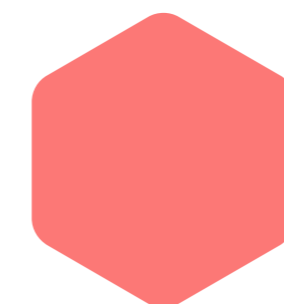
Project Objective

Refers to a detailed description of the expected / desired outcome of the project



WBS Dictionary

Detailed content of the components contained in WBS, work packages and control accounts.

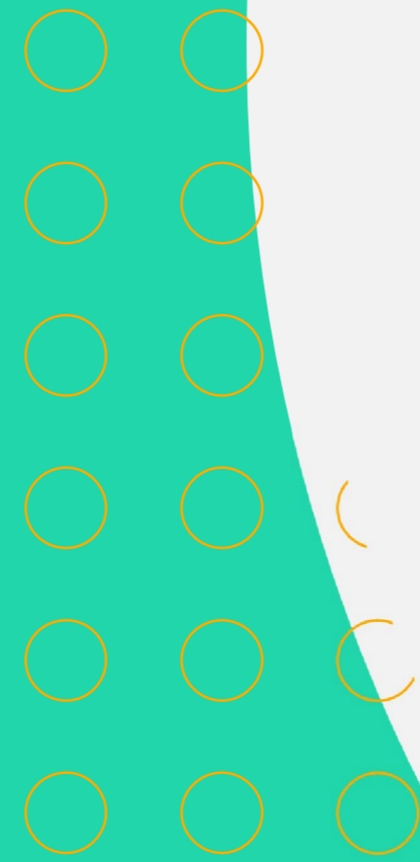


Scope Baseline

Includes approved Project Scope Statement, WBS, and WBS Dictionary.

Next:

How we Manage Time?



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