

# MANAGING PROJECT SCOPE

## PM05.00

Scope is the way that we describe the boundaries of a project. Without proper scope definition, you have no chance to manage scope effectively. When a project is defined, certain expectations are set as to what the project will achieve for an agreed upon cost and within an agreed upon timeframe. If the deliverables of the product change, the estimates for cost, effort and duration may need to change as well. That is really the purpose of scope change management – to ensure that the initial agreements are met, and that the project manager and the sponsor agree to any changes to the expectations. Effective scope management is the art of getting the sponsor to make the decisions on whether scope change requests should be approved.

### PREREQUISITES

- None, this class provides a basic overview of setting scope and managing scope during the project.

### LEARNING OBJECTIVES

At the end of this class, participants will be able to:

- Describe the basics of how scope relates to projects and project management
- Establish project scope through the project charter and the requirements gathering process.
- Manage scope effectively on projects.
- Establish scope change management procedures.

### WHO SHOULD ATTEND

- Project managers
- Senior staff members
- Senior clients that need to understand these concepts to help manage scope in their organizations

### COURSE OUTLINE

- The basics
- Establishing scope on projects
- Managing scope
- Scope management procedures

There are numerous exercises to practice the concepts learned in the class.

### CLASS LENGTH

- One-half day (4 Total PDUs - 3 Technical / 1 Leadership / 0 Strategic)

