Scope Definition and Management

Course Code: 1110   **Course Duration:** 1 day

If you want to be successful at managing projects, you must set clear expectations regarding the scope of the work. *Scope Definition and Management* will provide you with clear direction on how to clarify what is within scope and what is not. You will also learn how to manage the scope throughout the project and maintain credibility with stakeholders. Even when changes arise, and we know they will, this course will give you the tools and steps to communicate the risks involved and manage the project to the end.

Course Description: Participants in this one-day course will gain a clear understanding of what is meant by "project scope" and will learn to apply useful and relevant scope planning and management tools and techniques through interactive exercises and case study examples.

Topics List:

- Triple constraint
- PMBOK® processes
- Inputs to scope planning
- Work breakdown structure (WBS)

- Scope decomposition
- Change control
- Scope and risk

Outline

1. Key Terminology and Definitions
2. Scope Management Processes
    a. Review the critical steps of planning, defining and controlling scope
    b. Review the process of creating a WBS
3. Scope Planning
    a. List common inputs in planning
    b. Review key considerations and activities
    c. List common outputs
4. Scope Definition and Decomposition
    a. Defining the scope
    b. Creating the WBS
    c. Outputs of scope decomposition
5. Scope Control
    a. Review elements of scope change control
    b. Using tools of change control
    c. Identifying scope and risk

Who Should Attend: Project managers, team leaders, project leads, program managers, project team members, subject matter experts, event planners.