

PM 256 - Project Scope Management

Course Outline

Revised: 2020

Duration: 1 Day

PMBOK Guide (6th Edition) Knowledge Area: Project Scope Management

Course Description:

This course provides skills in project requirements development, scope definition, work breakdown and development of the scope baseline as defined in A Guide to the Project Management Body of Knowledge (PMBOK).

Course Learning Outcomes

Upon successful completion of the course, the student will be able to

- Understand why scope definition in project management is so important.
- Develop a plan to manage scope and manage changes to the project scope
- Define stakeholder needs and requirements
- Define the projects scope based on stakeholder needs
- Create a scope statement
- Create a project work breakdown structure
- Validating the scope
- Managing changes to the project scope

Course Topics

1. Plan Scope Management
 - Developing the project delivery approach
 - Analyzing alternatives
 - Creating processes for managing the scope
 - Creating a change management plan
 - Create a scope management plan
2. Collect Requirements
 - Creating a stakeholder list
 - Determining stakeholder needs and requirements
 - Documenting project requirements

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3. Define Scope
 - Creating a scope based on the project requirements
 - Creating a scope statement
 - Gaining acceptance of scope from stakeholders
4. Create WBS
 - Decomposing the project scope
 - Creating a Work Breakdown Structure (WBS)
 - Creating a scope baseline for the project
5. Validate Scope
 - Inspecting and auditing the project deliverable
 - Ensuring conformation of the deliverables to the required standards
 - Acceptance of deliverables
6. Project Monitoring and Control
 - Monitoring the project against the plan
 - Identifying deviations from the plan
 - Corrective actions
7. Control Scope
 - Monitoring changes in scope
 - Conducting variance analysis
 - Managing change requests
 - Lessons learned