

# PM 256 - Project Scope Management

## Course Outline

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**Revised:** 2020

**Duration:** 1 Day

**PMBOK Guide (6<sup>th</sup> 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. Control Scope
  - Monitoring changes in scope
  - Conducting variance analysis
  - Managing change requests
  - Lessons learned