

# SCOPE MANAGEMENT *unstuck!*

## *Working on the Right Work*



What is my project about? What does it include and what does it exclude? What is my “right work?” This interactive seminar addresses the scope management processes from project creation through project close-out. We cover best practice techniques in creating the project charter, the scope statement and the Work Breakdown Structure (WBS). We target the important aspects of scope verification and scope change control.

### What You Will Learn

**As a participant, you will learn how to:**

- Effectively create a project charter
- Effectively create a scope statement
- Create a Work Breakdown Structure (WBS) and WBS dictionary
- Verify scope
- Control the scope in project
- Develop activities
- Use best practice techniques for defining scope

### How You Will Benefit

Defining the scope of the project will improve your quality of delivery of your projects. Your projects will be highly likely to finish under budget and on schedule because you have developed and managed the scope clearly and effectively. By reducing the number of changes during the project, controlling the scope and avoiding the gold-plating and scope creep, you will significantly improve the likelihood of project success.

### Course Outline

- Scope Overview
- Project Charters
- Writing a project charter
- Developing a scope management plan
- Project Scope Statement
- Writing a scope statement
- Writing a statement of work
- Work Breakdown Structures
- The Affinity Process
- Building a work breakdown structure
- PMI’s WBS Guidelines
- Creating a WBS from a project scope statement
- Creating a WBS dictionary
- Project tools for developing and managing scope
- Integration of scope management with scheduling, risk, communication, resource planning, and quality

### Who Should Attend

Project managers, project coordinators, business analysts, project team members, functional supervisors and other business professionals working in projects

### Delivery Format:

One day instructor-led seminar