Project Scope Management: Tools & Techniques

30 Sep - 04 Oct 2024
Paris (France)

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Project Scope Management: Tools & Techniques

Ref.: 15064_279533 **Date:** 30 Sep - 04 Oct 2024 **Location:** Paris (France) **Fees:** 4900 **Euro**

Introduction:

Proper scope definition is critical to ensuring success in all areas of a project. Without a well-defined scope the development and definition of all of the other project elements are left to chance e.g. Cost, Time, Quality. During the project when change occurs, the scope must be maintained to ensure appropriate project integration. The Scope Management processes and procedures must also be well-defined to prevent scope creep, cost overruns, and missing schedule deadlines.

In this course, participants will learn techniques to more clearly define the scope and create manageable scope management processes. Also, to be able to understand the importance of working closely with project integration and change control processes.

Targeted Groups:

- Project Managers
- Project Professionals
- Project Planning Staff
- Project Controllers
- PMO Staff

Course Objectives:

At the end of this course the participants will be able to:

- Develop a clear and concise scope statement
- Define the work required to complete the project scope
- Apply techniques to validate scope deliverables
- Use the appropriate tools to control Scope throughout a project

Targeted Competencies:

- Scope management
- Scope controlling
- Controlling projects
- Cognitive abilities
- Work Breakdown Structure WBS

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Course Content:

Unit 1: Plan Scope Management:

- Create and document processes, procedures, and framework to define project scope, measure outcomes, and control scope throughout the project.
- Develop the contents of the Scope and Requirements Management Plans.

Unit 2: Collect Requirements:

- Identify the requirements needed at all stages of a project organization and project Communication Channels.
- Recognize the different types of requirements.

Unit 3: Define Scope:

- Recognize the difference between a Project Charter and Project Scope Statement.
- Create a well-defined Project Scope Statement.
- Identify the differences between Project and Product Scope.

Unit 4: Create WBS:

- Utilize the proper guidelines to create a Work Breakdown Structure.
- Apply tools and techniques to create a Work Breakdown Structure.

Unit 5: Validate Scope:

- Apply pre-defined completion criteria to project deliverables.
- Utilize the tools and techniques for scope validation.
- Recognize the importance of scope validation and when it is performed.

Unit 6: Control Scope:

- Utilize the scope baseline to control project scope.
- Recognize how Change Control affects Control Scope processes.

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