



MONASH University



Information Technology

FIT2002

Week 4 Seminar



Project Scope Management



Project Scope Management Summary

Planning

Process: **Plan scope management**

Outputs: Scope management plan, requirements management plan

Process: **Collect requirements**

Outputs: Requirements documentation, requirements traceability matrix

Process: **Define scope**

Outputs: Project scope statement, project documents updates

Process: **Create WBS**

Outputs: Scope baseline, project documents updates

Monitoring and Controlling

Process: **Validate scope**

Outputs: Accepted deliverables, change requests, work performance information, project documents updates

Process: **Control scope**

Outputs: Work performance information, change requests, project management plan updates, project documents updates, organizational process assets updates

Project Start

Project Finish

Recap from Video 1

Project scope management includes the processes to ensure that the project addresses all the work required to complete the project successfully.

1. The first step in project scope management is **planning scope management**.
 - The project team reviews information and uses expert judgment and meetings to help create a scope management plan and requirements management plan.
2. The next step is **collecting requirements**, a crucial part of many IT projects.
 - It is important to review the project charter and meet with key stakeholders listed in the stakeholder register when collecting requirements. The main outputs of this process are requirements documentation and a **requirements traceability matrix**.

Recap from Video 2

3. Scope definition process

- A project scope statement is created which includes a product scope description, product user acceptance criteria, detailed information on all project deliverables, and information on project boundaries, constraints, and assumptions.
- May have several version to keep scope information detailed and up to date.

4. Creating **WBS**

- The WBS is a deliverable-oriented grouping of the work involved in a project that defines its total scope.
- The WBS forms the basis for planning and managing project schedules, costs, resources and changes.
- A **WBS dictionary** is a document that provides detailed information about each WBS item.

Recap from Video 3

5. **Validating scope** involves formal acceptance of the completed project deliverables.
6. **Controlling scope** involves controlling changes to the project scope.

For IT projects, it is important for good project scope management to have strong user involvement, executive support, a clear statement of requirements, and a process for managing scope changes

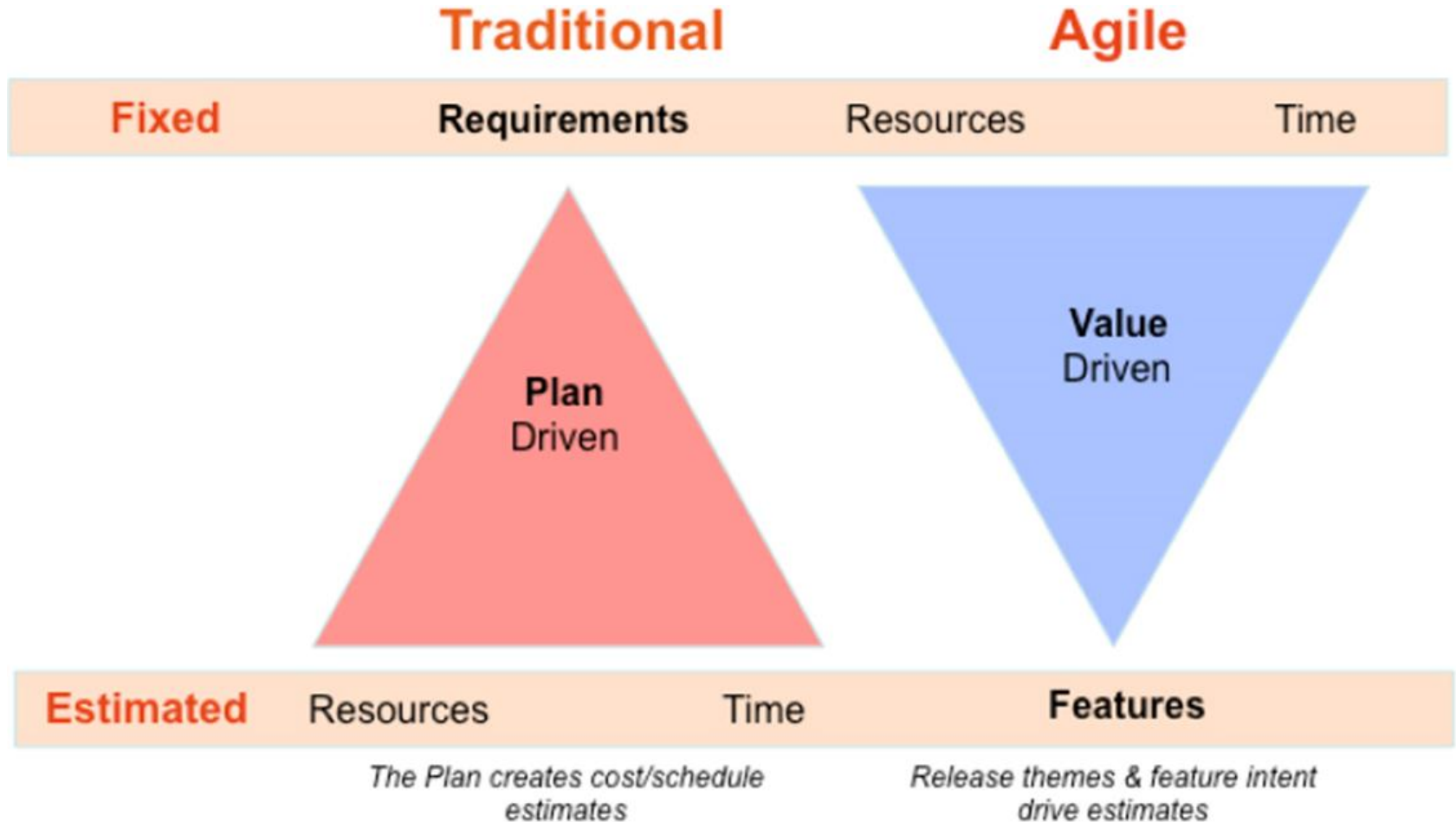
Recap from Video 4 – Scope Management in Agile

The agile principles that relate to scope management:

- (1) The highest priority is to satisfy the customer through early and continuous delivery of valuable software.
- (2) Changing requirements are welcomed – even late in development. Agile processes harness change for the customer's competitive advantage.
- (3) To deliver working software frequently, from a couple of weeks to a couple of months, with a preference to the shorter timescale.

Flipping the Triangle (DSDM Consortium)

(DSDM = Dynamic System Development Method)



Understanding scope throughout the project

