

Bahria University-Karachi Campus

Software Project Management

Fall-2024

Week 03

Engr. Majid Kaleem

مدرس: مهندس ماجد کلیم  
جامعہ بحریہ، واقعہ گاہ کراچی

### WEEK 03 - AGENDA

1. Managing Creeps
2. Understanding the 5 Project Management Process Groups

S  
P  
M  
-  
P  
A  
L  
L  
-  
2  
O  
2  
4

## PMI's PROCESS GROUPS

### 1. Initiating:

- **Definition:** Processes that define a new project or project phase.
- **Example:** Defining the project's objectives, stakeholders, and initial requirements for the e-commerce website.

### 2. Planning:

- **Definition:** Processes that create the project management plan and define project execution.
- **Example:** Creating a detailed project plan that includes scope, schedule, budget, quality standards, and risk management strategies.

### 3. Executing:

- **Definition:** Processes for carrying out the project plan.
- **Example:** Building and developing the e-commerce website according to the project plan, including coding, design, content creation, and integration of third-party services.

13-Oct-2024

Engr. Majid Kaleem

3

## PMI's PROCESS GROUPS

### 4. Monitoring and Controlling:

- **Definition:** Processes for tracking, reviewing, and regulating project progress and performance.
- **Example:** Tracking project progress, performance, and quality throughout the development process, and taking corrective actions when necessary to keep the project on track.

### 5. Closing:

- **Definition:** Processes for finalizing all project activities and formally closing the project.
- **Example:** Ensuring all project objectives have been met, conducting user acceptance testing, and officially launching the e-commerce website.
- This phase also includes post-launch activities like maintenance and support.

13-Oct-2024

Engr. Majid Kaleem

4

## MANAGING SCOPE CREEP

- **Scope creep:** *When a project grows beyond its original scope with additional deliverables, an extended timeline, or more costs than originally planned.*
- Managing scope creep in software projects is crucial to ensure that the project stays on track, remains within budget, and delivers the desired results. Here are some strategies to effectively manage scope creep:
  1. **Clearly Define Project Scope:**
    - Begin with a well-defined project scope that outlines the specific goals, features, and requirements of the software. Make sure all stakeholders understand and agree to the scope.
  2. **Create a Change Control Process:**
    - Establish a formal change control process that outlines how changes to the project scope will be handled. This process should include steps for requesting, reviewing, approving, and implementing changes.

13-Oct-2024

Engr. Majid Kaleem

5

## MANAGING SCOPE CREEP

3. **Document Requirements:**
  - Thoroughly document all project requirements and ensure that they are reviewed and approved by stakeholders. Use tools like requirement documents, user stories, and use cases.
4. **Set Priorities:**
  - Prioritize project features and requirements based on their importance and impact on the project's goals. This helps in making informed decisions when changes are requested.
5. **Engage Stakeholders:**
  - Maintain open and transparent communication with stakeholders throughout the project. Involve them in discussions about scope changes and their implications.

13-Oct-2024

Engr. Majid Kaleem

6

## MANAGING SCOPE CREEP

### 6. Estimate and Assess Impact:

- When a change request is made, assess its impact on the project's timeline, budget, and resources. Provide stakeholders with a clear understanding of the consequences of the change.

### 7. Control Scope Changes:

- Only implement scope changes after they have been formally approved through the change control process. Avoid making impromptu changes that are not properly documented and approved.

### 8. Negotiate and Compromise:

- Sometimes, it may be necessary to negotiate with stakeholders to find a compromise that meets their needs without significantly impacting the project. Seek win-win solutions.

13-Oct-2024

Engr. Majid Kaleem

7

## MANAGING SCOPE CREEP

### 9. Track Changes:

- Maintain a log of all scope changes, including their details, reasons, and approvals. This log serves as a historical record and can help in accountability.

### 10. Regularly Review Progress:

- Conduct regular project reviews and status meetings to ensure that the project is on track and that any scope changes are being managed effectively.

### 11. Educate Stakeholders:

- Educate stakeholders about the consequences of scope creep, such as delays, increased costs, and potential quality issues. Help them understand the importance of sticking to the agreed-upon scope.

13-Oct-2024

Engr. Majid Kaleem

8

## MANAGING SCOPE CREEP

### 12. Use Agile Methodologies:

- Agile methodologies like Scrum and Kanban can help manage scope changes more effectively by allowing for flexibility and iterative development. Changes can be incorporated in future sprints or cycles.

### 13. Document Everything:

- Maintain detailed records of all project-related communications, change requests, and approvals. Having a clear paper trail can be invaluable in managing scope creep disputes.

### 14. Seek Senior Management Support:

- If scope creep becomes a persistent issue, seek support from senior management to enforce project boundaries and the change control process.

### 15. Learn from Previous Projects:

- Analyze past projects to identify common sources of scope creep and develop preventive measures based on those insights.

13-Oct-2024

Engr. Majid Kaleem

9

*To be continued...*

13-Oct-2024

Engr. Majid Kaleem

10