



UNIVERSITAT POLITÈCNICA DE CATALUNYA
BARCELONATECH

Departament de Projectes d'Enginyeria

ETSEIAT
Departament de Projectes d'Enginyeria

[Project Title]

[Acronym]

Deliverable 2

Scope and Time Management

Authors:


[Name and Surname of the group members]

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1 Project scope statement

The project scope statement is the description of the project scope, major deliverables, assumptions, and constraints. The project scope statement documents the entire scope, including project and product scope.

It describes, in detail, the project's deliverables and the work required to create those deliverables. It also provides a common understanding of the project scope among project stakeholders. It may contain explicit scope exclusions that can assist in managing stakeholder expectations.

It enables the project team to perform more detailed planning, guides the project team's work during execution, and provides the baseline for evaluating whether requests for changes or additional work are contained within or outside the project's boundaries.

1.1 Product Scope Description

Elaborate the characteristics of the product, service, or result described in the project charter and requirements documentation.

1.2 Project Deliverables

Deliverable. Any unique and verifiable product, result, or capability to perform a service that is required to be produced to complete a process, phase, or project. Deliverables also include ancillary results, such as project management reports and documentation. These deliverables may be described at a summary level or in detail.

1.3 Project Acceptance Criteria

A set of conditions that is required to be met before deliverables are accepted

1.4 Project Exclusions:

Generally identifies what is excluded from the project. Explicitly stating what is out of scope for the project helps to manage stakeholders' expectations

1.5 Project Constraints

A limiting factor that affects the execution of a project or process. Constraints identified with the project scope statement list and describe the specific internal or external restrictions or limitations associated with the project scope that affect the execution of the project, for example, a predefined

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budget or any imposed dates or schedule milestones that are issued by the customer or performing organization. When a project is performed under an agreement, contractual provisions will generally be constraints. Information on constraints may be listed in the project scope statement or in a separate log.

1.6 Project Assumptions

A factor in the planning process that is considered to be true, real, or certain, without proof or demonstration. Also describes the potential impact of those factors if they prove to be false.

Project teams frequently identify, document, and validate assumptions as part of their planning process. Information on assumptions may be listed in the project scope statement or in a separate log

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2 Work Breakdown Structure (WBS)

Define project WBS

(Use graphics or tables)

1. Project
 - 1.1. Major Deliverable
 - 1.1.1. Control Account
 - 1.1.1.1. Work package
 - 1.1.1.2. Work package
 - 1.1.1.3. Work package
 - 1.1.1.4. Work package
 - 1.1.2. Control Account
 - 1.1.2.1. Work package
 - 1.1.2.2. Work package
 - 1.3. Major Deliverable
 - 1.3.1. Control account
 - 1.3.2. Control account
 - 1.3.2.1. Work package
 - 1.3.2.2. Work package
 - 1.4

Level 1 represents the total project. At Level 2 the project is broken down into several (usually between 4 and 10) major elements or subprojects. These subprojects should conform to the deliverables or work areas specified in the scope statement. All of the subprojects when taken together must make up the total project effort.

2.1 Activity list

Table 1. List of project activities

| ID | Activity | Description of Work |
|----|----------|---------------------|
| | | |
| | | |
| | | |

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3 Sequence activities


3.1 Dependencies or logical relationship between activities

Table 2. List of activities and dependencies or logical relationship between activities

| WBS-ID | Activity | Predecessors | Relationship ⁽¹⁾ | Lag |
|--------|----------|--------------|-----------------------------|-----|
| | | | | |
| | | | | |
| | | | | |

⁽¹⁾FS=Finish-to-Start; FF=Finish-to-Finish; SS=Start-to-Start; SF=Star-to-Finish

3.2 Network Diagram (Precedence Diagram Method)

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| | | |
| | | |
| Comments | | |
| | | |

4.3 Resource Breakdown Structure

2. Project
 - 2.1. People
 - 2.1.1. Quantity of Role 1
 - 2.1.1.1. Quantity of Level 1
 - 2.1.1.2. Quantity of Level 2
 - 2.1.1.3. Quantity of Level 3
 - 2.1.2. Quantity of Role 2
 - 2.2. Equipment
 - 2.2.1. Quantity of Type 1
 - 2.2.2. Quantity of Type 2
 - 2.3. Materials
 - 2.3.1. Quantity of Material 1
 - 2.3.1.1. Quantity of Grade 1
 - 2.3.1.2. Quantity of Grade 2

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2.4. Supplies

2.4.1. Quantity of Supply 1

2.4.2. Quantity of Supply 2

2.5. Locations

2.5.1. Location 1

2.5.2. Location 2

[illegible]

[illegible]

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6 Project Schedule

Gantt chart (identify critical path and milestones)

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7 Activity Attributes

Table 8. Activity X attributes

| | | | | | |
|---|---------------------|--|------------------|---|------------|
| ID: | | Activity: | | | |
| Description of Work: | | | | | |
| Predecessors | Relationship | Lag | Successor | Relationship | Lag |
| | | | | | |
| Number and Type of Resources Required: The number and roles of people to complete the work | | Skill Requirements: The level of skill necessary to complete the work (expert, average, novice or applicable job level) | | Other Required Resources: Any equipment, supplies, or other type of resources needed to complete the work | |
| Type of Effort: Indicated if the work is fixed duration, fixed amount of work or fixed amount of effort | | | | | |
| Location of Performance: If the work is to be completed somewhere other than at the performing organization site, indicate location | | | | | |
| Constraints: Indicate any fixed delivery dates, milestones or other constraints | | | | | |
| Assumptions: List any assumption about resources availability, skill sets, or other assumptions that impact activity | | | | | |