

LABORATORY EXERCISE No.1

PROJECT SCOPE

- The scope of a project defines what is part of the project and what is not.
- Defines the project boundaries.

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PROJECT SCOPE STATEMENT

- A project scope statement outlines the entire project. It includes a
 - Description of the scope,
 - Deliverables and their features,
 - Justification of why the sponsors initiated the project,
 - Exclusions,
 - Constraints, and
 - Assumptions.

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PROJECT SCOPE STATEMENT

- **Project deliverables:** The project team lists the deliverables that the project aims to produce in order to meet the business objective or client need. It includes the key components that constitutes the project as successful. This section identifies the key features and can include instruction manuals and other marketing documents or materials.
- **Project justification:** Project justification, sometimes called business case, provides a better understanding of the scope statement. It explains the need for the project and how the end result solves that need.
- **Project exclusions:** At the start of the project, not all information is available or known, so it may include uncertainties. Just as it is important to identify the boundaries and state what the project includes, it is also as important to list out what is not included in the project to dispel any wrong assumptions.

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PROJECT SCOPE STATEMENT

- **Project constraints:** All projects have time, budget, and scope constraints all interconnecting at some level. But other constraints can exist for projects, such as resources, methods, or customers. The project team needs to list all constraints so they are ready to build solutions when needed.
- **Assumptions:** lists the assumptions the project team made in defining the scope of the project. The team should list all those conditions and the impact those assumptions have on the project if it turns out they were inaccurate.

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PROJECT SCOPE STATEMENT SAMPLE

Project Scope Statement Example			
Project Name	IVR Project		
Project Sponsor	Dave Sponsor	Project Manager	Alice Michaels
Date of Project Approval	08 March 2015	Last Revision Date	08 March 2015
Scope Description	<p>IN SCOPE:</p> <ul style="list-style-type: none">- An IVR system to handle and direct sales calls.- Setup of the IVR system ready to handle all sales enquiries- Training for the sales team on how to use the system- An administration system so the IVR system can be configured by the sales team <p>OUT OF SCOPE:</p> <ul style="list-style-type: none">- Support for any other team other than sales- The ability to route complex sales enquiries, such as partnerships etc.		
Project Deliverables	<ul style="list-style-type: none">- A customer facing IVR system- An IVR configuration system- A training manual for new and existing sales team members		
Acceptance Criteria	The project will be accepted when it is agreed by the sale team that the deliverables meet their needs (deliverables signed off). The project will also be considered a success if post launch testing shows that customer satisfaction is over 5 points higher than where it is now.		
Constraints	The sales team are not dedicated to this project, and must fit this around their day-to-day sales jobs.		
Assumptions	A sales team & full project team will be available to co-create the WBS		

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ASSESSMENT

Assessment 1a:

Create the Project Scope Statement for the given scenario.

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WORK BREAKDOWN STRUCTURE

Work Break Down Structure (WBS)

- A work breakdown structure is a hierarchical breakdown of the work necessary to complete a project.
- The WBS can be product or process-oriented.
- A product-oriented WBS has work activities grouped by the product or service they support.
- A process-oriented WBS includes in the appropriate WBS element the work activities associated with the processes being used.

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WORK BREAKDOWN STRUCTURE

- Starts with a large project or objective and breaks it down into smaller, more manageable pieces that you can reasonably evaluate and assign to teams.
- Focuses on deliverables or concrete, measurable milestones. These deliverables may also be called work packages, tasks, sub-tasks, or terminal elements

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WORK BREAKDOWN STRUCTURE

- Work Break Down Structure (WBS) helps in
 - Estimate the cost of a project.
 - Establish dependencies.
 - Determine a project timeline and develop a schedule.
 - Write a statement of work (or SOW, one of your other acronyms).
 - Assign responsibilities and clarify roles.
 - Track the progress of a project.
 - Identify risk.

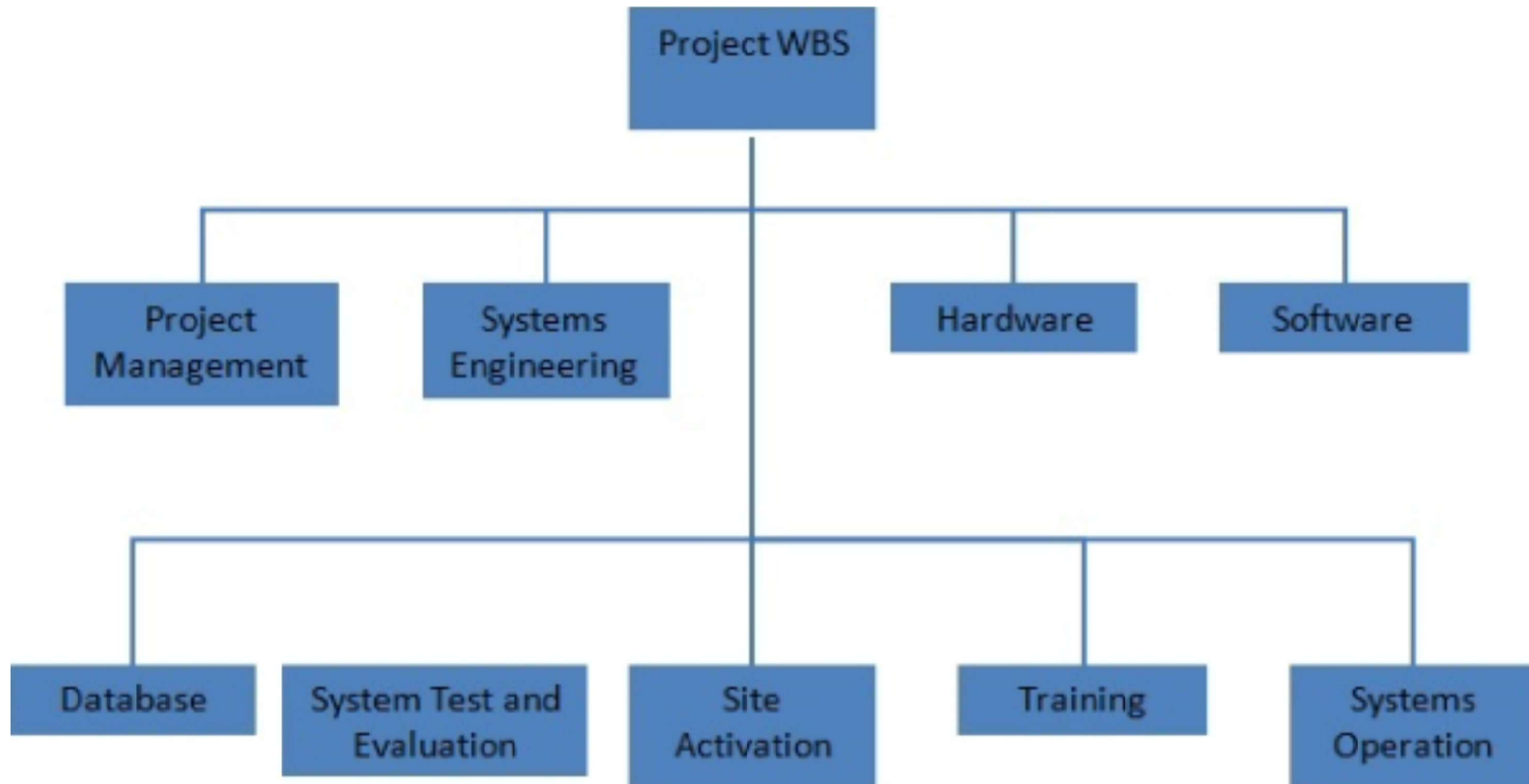
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WORK BREAKDOWN STRUCTURE

- WBS Purpose
 - Provide guidance on the development of a work breakdown structure (WBS) for software on projects. The WBS provides a common planning framework to use in estimating the scope of a project.

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WORK BREAKDOWN STRUCTURE SAMPLE



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ASSESSMENT

Assessment 1b:

Create the WBS for the given scenario.

ASSESSMENT TEMPLATE

- Title (handwritten)
- Aim (handwritten)
- Background Theory (handwritten)
- Tools Requirement and Purpose of Tools used (handwritten)
- Steps for conducting the experiment (mention only steps)
- Screenshots of the above steps. (Screenshots of the tools being used and images of diagrams or charts.)
- Conclusion