

CIS 3003

Project Management



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Topic 5 : Project Scope Management

Learning Outcomes

- *Describe the main processes in the project scope management*
- *Explain the scope planning process and describe the contents of a scope management plan*
- *Describe the scope definition process and work involved in constructing a work breakdown structure*



Cont.,

- ***Explain the importance of scope verification and how it relates to scope definition and control***
- ***Describe the importance of scope control and approaches for preventing scope-related problems on information technology projects.***



What is Project Scope Management

It is described as a set of activities and processes that ensures a project is performed correctly and accurately. This approach offers the task managers to allocate the proper quantity of tasks needed to complete the project. It truly filters the matters that are or are not covered in the task scope.



Scope Definition and the Project Scope Statement

- A document used to improve and confirm a common perception of the mission scope
- It describes in detail the work to accomplish on the undertaking and is an necessary device for preventing scope creep (a tendency for project scope to hold getting bigger)
- It may vary by type of project



Preliminary Scope Statement Contents

- Project Objectives
- Product or Service Requirements and Characteristics
- Project boundaries
- Project deliverables
- Product Acceptance Criteria
- Project Assumptions and Constraints
- Organizational Structure for Project
- Initial List of Defined Risks
- Summary of Schedule Milestones
- Rough Order of Magnitude Cost Estimate
- Configuration Management Requirements
- Description of Approval Requirements



Creating the Work Breakdown Structure

According to Esther Cohen, March 15 2018 she define the WBS as “A work breakdown structure defines all the things a project needs to accomplish, organized into multiple levels, and displayed graphically.”

<https://www.workamajig.com/blog/guide-to-work-breakdown-structures-wbs#section-2>



Steps To Create WBS

1. Identify the deliverables by reviewing the scope statement
2. Decide the structure/layout the WBS i.e. Horizontal View, Outline View, Tree View, etc.
3. Decide the organization of the WBS i.e. Organize by phase, organize by deliverables .
4. Decompose the upper level WBS into lower-level detailed components
5. Assign unique identification codes to each WBS components
6. Verify the degree of decomposition is appropriate.

For free app in designing you may use
<https://app.creately.com/diagram/>

Use this link for more info in creating a WBS
<https://www.youtube.com/watch?v=Wc-n6dr9vrk>



One tool that can be used for WBS is a **Gantt Chart**, a kind of bar chart, created by **Henry Gantt**, showing a schedule of assignments. Gantt charts are useful for studying, and are often used to display activities on the agenda. These charts show the start and end dates of a project's terminal factors and accuracy factors. Terminal elements and description elements contain operating interruptions





Henry Laurence Gantt, A.B., M.E. was an American mechanical engineer and management consultant who is best known for his work in the development of scientific management. He created the Gantt chart in the 1910s. Source [Wikipedia](#)

Born: 20 May 1861, [Calvert County, Maryland, United States](#)

Died: 23 November 1919, [Montclair, New Jersey, United States](#)

Known for: [Gantt chart](#)

Education: [Johns Hopkins University](#), [McDonogh School](#), [Stevens Institute of Technology](#)

Parents: [Virgil Gantt](#), [Mary Jane Gantt](#)



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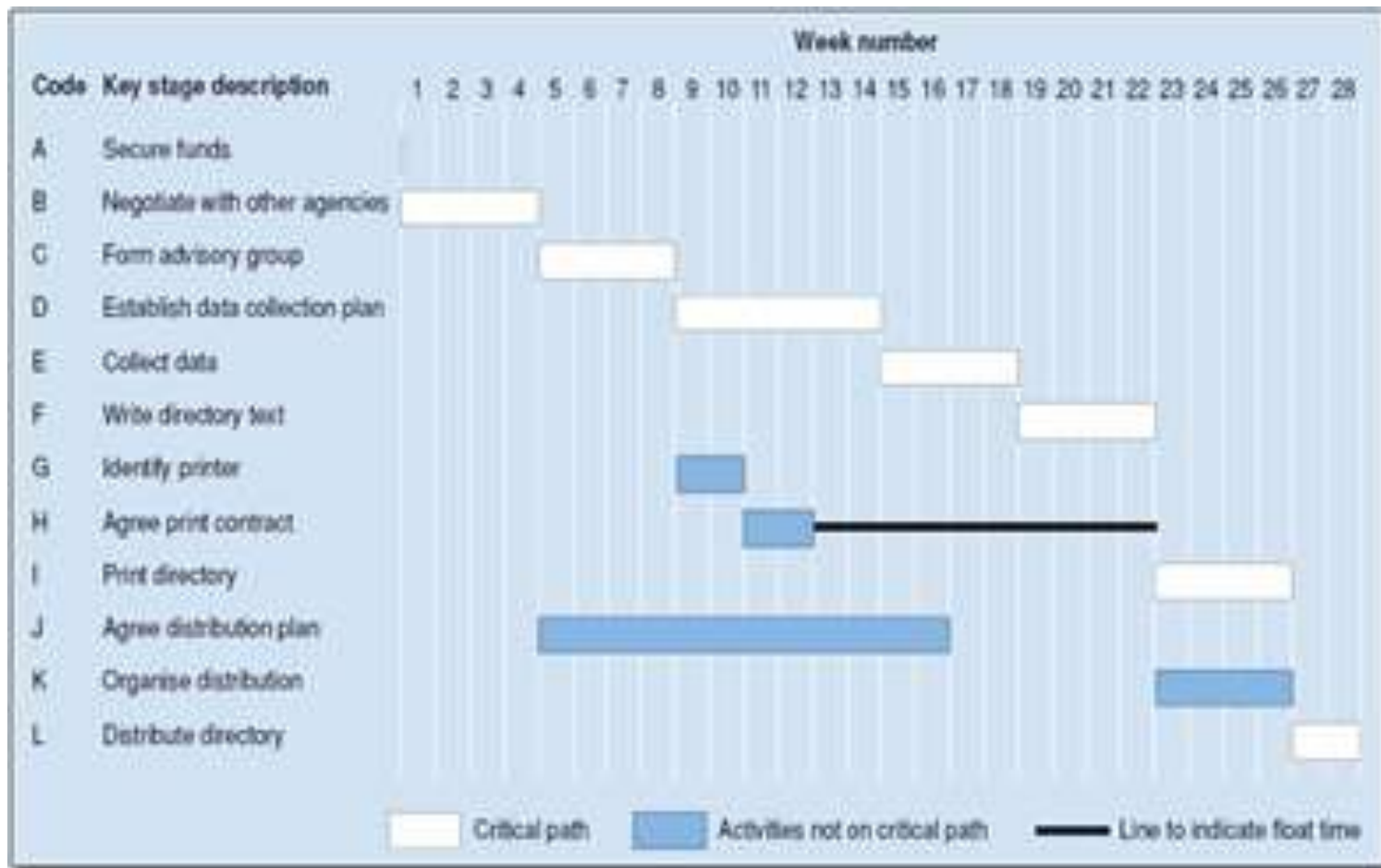


Image from:

<https://opentextbc.ca/projectmanagement/chapter/chapter-10-project-schedule-planning-project-management/>



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Scope Verification

Scope verification is the manner of formalizing acceptance of the task scope through the stakeholders. It requires reviewing work merchandise and results to make sure that all had been done successfully and satisfactorily. Scope verification takes place at the quit of every challenge phase and as phase of the task closeout process. Scope verification is involved with stakeholder Acceptance of the work. Work is every so often denied and ought to be Re-Worked.



Scope Control

In this section, there are three steps that you need to remember.

- Know the scope of the project
- You need to train your team
- Communication



Other References

- Gray, Clifford F. (2018). **Project management: the managerial process.**
New York, NY: McGraw-Hill Education
- Jack Gido (2018). **Successful project management**
Australia; Boston, MA: Cengage Learning
- Farnham, Surrey, England: Routledge. 2015. eBook. **Management Science, Operations Research and Project Management: Modelling, Evaluation, Scheduling, Monitoring**

Videos

- <https://www.youtube.com/watch?v=Wc-n6dr9vrk>



Website Tools / Apps

- <https://padlet.com/> (Links to an external site.)
- www.trello.com (Links to an external site.)
- <https://www.smartsheet.com/try-it?trp=8717&lx=2sgpTbF12suoPxu20v5CoABAgeTPLDIL8TQRu558b7w&lpv=topnav&tg=&sc=> (Links to an external site.)
- <https://app.creately.com/diagram/> (Links to an external site.)
- https://clickup.com/blog/free-project-management-software/?fbclid=IwAR06BsxlqOWWTaSqWilkO6Z8BJt6dwh-5AAEsxxgyTAsxB3BjQJrU_PsUgw (Links to an external site.)



Thank You!



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Topic 4: Project Integration Management

Learning Outcomes

- *Illustrate the strategic planning process and apply different project selection methods*
Illustrate the process of creating a preliminary project scope statement
- *Describe project management plan development and its content*
- *Implement project execution*
- *Analyze the process of monitoring and controlling project work*
- *Demonstrate the integrated change control process and planning for and managing changes on information technology project*
- *Classify the importance of developing good procedures for closing projects*



What is Project Integration Management?

Its the coordination of all parts of a project which includes the stakeholders, activities, resources, and other elements

Further reading

Article:[https://www.wrike.com/project-management-guide/faq/what-](https://www.wrike.com/project-management-guide/faq/what-is-project-integration-management/)

[is-project-integration-management/](https://www.wrike.com/project-management-guide/faq/what-is-project-integration-management/)



Strategic Planning and Project Selection

All organizations operate under the limitations of resources . Here are the top items on long list of constrained organizational resources:

- ◆ Time,
- ◆ Financing,
- ◆ Human resources,
- ◆ Material, and
- ◆ Skills

But then again in the selection of a project depends on how big is the project and depends on the company and its resources.



Project Charter

It is a formal and quick record where it describes your whole task and its goals on how it will be carried out, and who will be in charge or responsible. The factors of this section play a imperative role specifically on the project lifestyles cycle

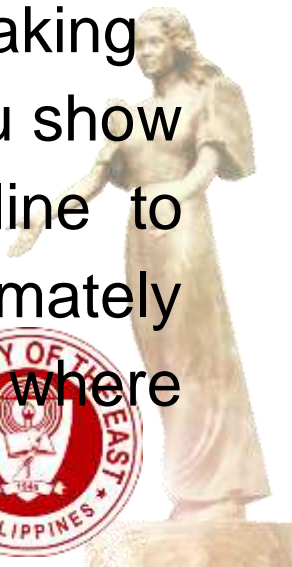
A **project charter** is the statement of scope, objectives, and people who are involved in a project. It starts with the process of defining the roles and responsibilities of participants and makes a draft of the objectives and goals of a certain project. It also marked the main stakeholders and defines the authority of the project manager.



What Are the Uses of A Project Charter?

The following are three main uses of the document:

- **Authorize your project.** This is the archive that offers the undertaking to your partners and characterizes comprehensively what their arrival in speculation will be. It resembles lift pitch, so it needs to sell the undertaking
- **It serves as a primary sales document.** After you show this to the partners they presently have a outline to disperse or display when drawn nearer approximately other ventures, so they can centers their assets where they're required.



- **This is a document that stays with you throughout the life cycle of the project.** Whether at meetings or to assist with scope management, you'll be referring to it throughout. The charter acts like a roadmap without all the minutiae to distract you from other project materials.



Step 1: Vision

Once you have the vision clear, then you can break it down into more practical bits.

- ◆ **Objective.**
- ◆ **Scope.**
- ◆ **Deliverables**



Step 2: Organize

When you're building a structure for your charter there are four subsets you're going to need to identify. This is done by listing the following:

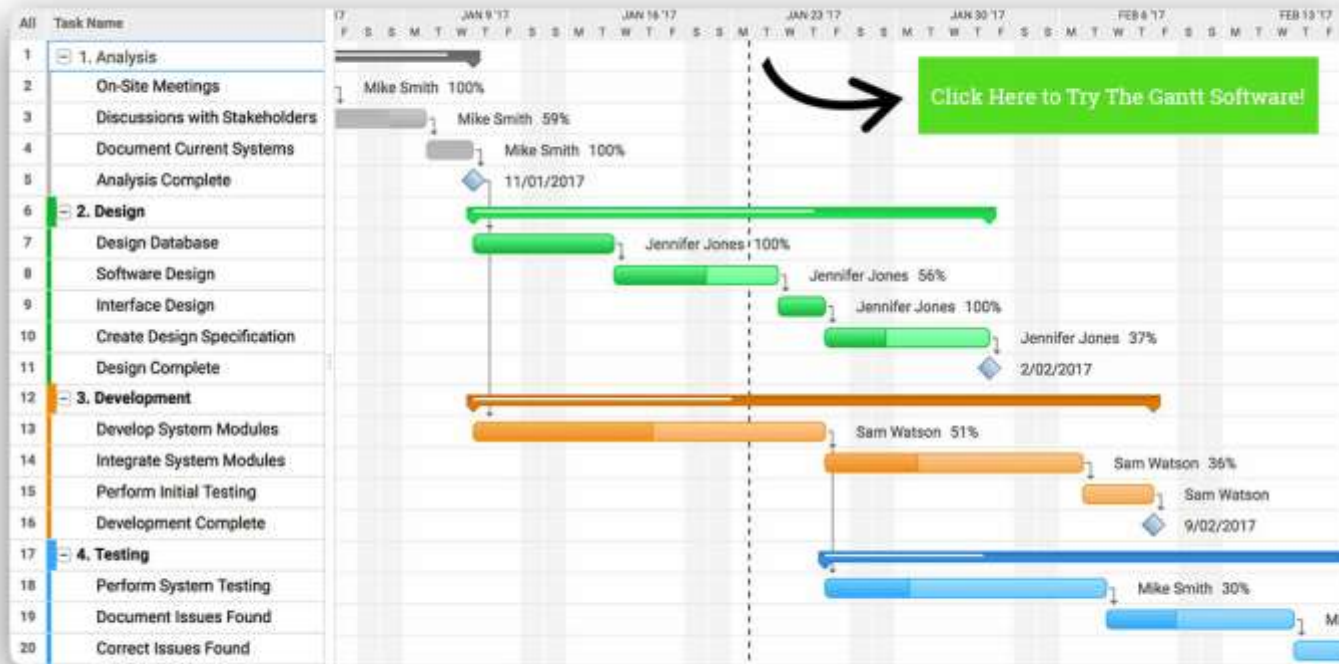
- **Customers/End Users**
- **Stakeholders**
- **Roles**
- **Structure**



Step 3: Implementation

You have a vision and have organized the various parts of your project. Now you have to develop a plan to implement them. There are four parts to this:

Plan



ProjectManager.com ' s Interactive Gantt Chart



Under Planning:

1. Milestones.
2. Dependencies.
3. Resource Plan.



Step 4: Risks, Issues & Budget

No charter is entire barring gathering the conceivable dangers and issues that can derail a project. This includes assumptions and constraints related to the venture.

Source: <https://www.projectmanager.com/blog/project-charter>



Preliminary Scope Statement

It occurs throughout the initiation section of a project. It identifies the high-level project objectives, the objectives ought to be properly defined, measurable, and attainable It consists of :

- Scope planning
- Scope Definition
- Creating the Work Breakdown Schedule (WBS)
- Scope Verification
- Scope Control



Project Management Plan

It is a formal and authorized record whereby it will supply a guide on both project execution and task control

Here are the steps

- Step 1: Identify the goal of the project
- Step 2: Map out the scope
- Step 3: Develop an outline or plan
- Step 4: Share this initial idea with your team
- Step 5: Finalize your plan
- Step 6: Use a Gantt chart to keep things organized
- Step 7: Distribute your project management plan
- Step 8: Hold a project post mortem

For full details of the step you may visit:

<https://www.goskills.com/Project-Management/Articles/How-to-create-a-project-management-plan>

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Project Execution

Direct and manage project execution

Project Manager's Role to execute project management plan successfully :

- Leading the project team
- Managing stakeholders relationships



Monitoring and Controlling Project Work

Monitor and control project work

- Involves collecting, and disseminating performance information

- Assessing measurements and analyzing trends to determine what process improvements can be made

- Recommend corrective and preventive actions

Integrated change control

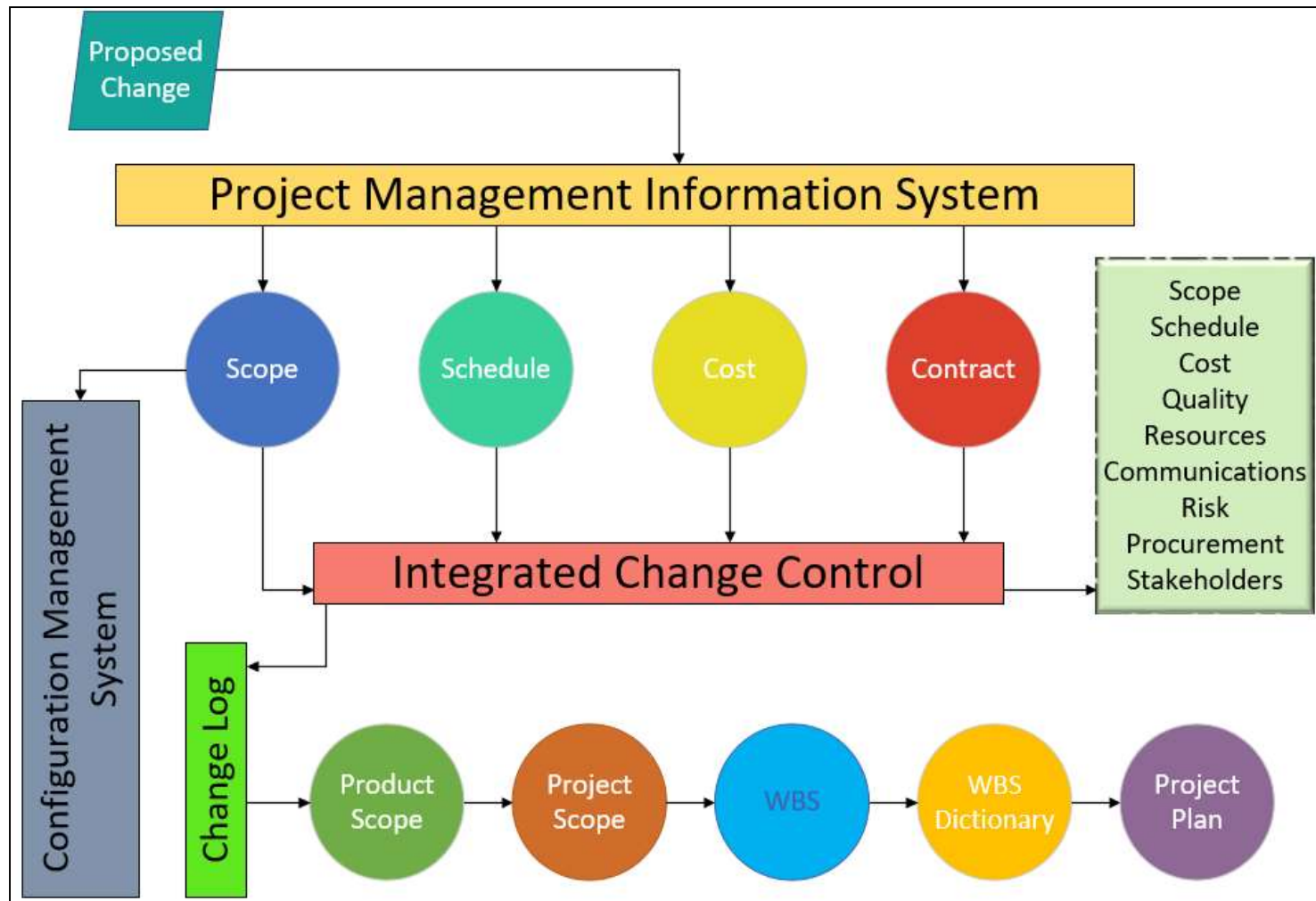
- Involves identifying, evaluating, and managing changes throughout the project life cycle



Integrated Change Control

This is to measure the impact of change on all project limitations. Changes to any part of the project may be requested especially during the project development, monitoring, and control. In this stage, the changes may be accepted or rejected based on their impact and evaluation.





Change Control System Flowchart

Image from www.pmpsuguide.com

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Closing Projects

- Involves finalizing all activities and the transfer the finished or canceled work to the appropriate human beings
- It includes:
 - Administrative closure procedures
 - Contract closure procedures
 - Final products, services, or results
 - Organizational process asset updates



Other References

- Gray, Clifford F. (2018). **Project management: the managerial process.**
New York, NY: McGraw-Hill Education
- Jack Gido (2018). **Successful project management**
Australia; Boston, MA: Cengage Learning
- Farnham, Surrey, England: Routledge. 2015. eBook. **Management Science, Operations Research and Project Management: Modelling, Evaluation, Scheduling, Monitoring**

Articles

- <https://www.wrike.com/project-management-guide/faq/what-is-project-integration-management/>
- <https://www.goskills.com/Project-Management/Articles/How-to-create-a-project-management-plan>
- <https://pmpsuguide.com/knowledge-areas/integration-management/perform-integrated-change-control/>
- <https://www.projectmanager.com/blog/project-charter>
- <https://opentextbc.ca/projectmanagement/>



Website Tools / Apps

- https://clickup.com/blog/free-project-management-software/?fbclid=IwAR06BsxlqOWWTaSqWilkO6Z8BJt6dwh-5AAEsxxgyTAsxB3BjQJrU_PsUgw
- <https://padlet.com/>
- www.trello.com



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Thank You!



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