CIS 3003
Project Management

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

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
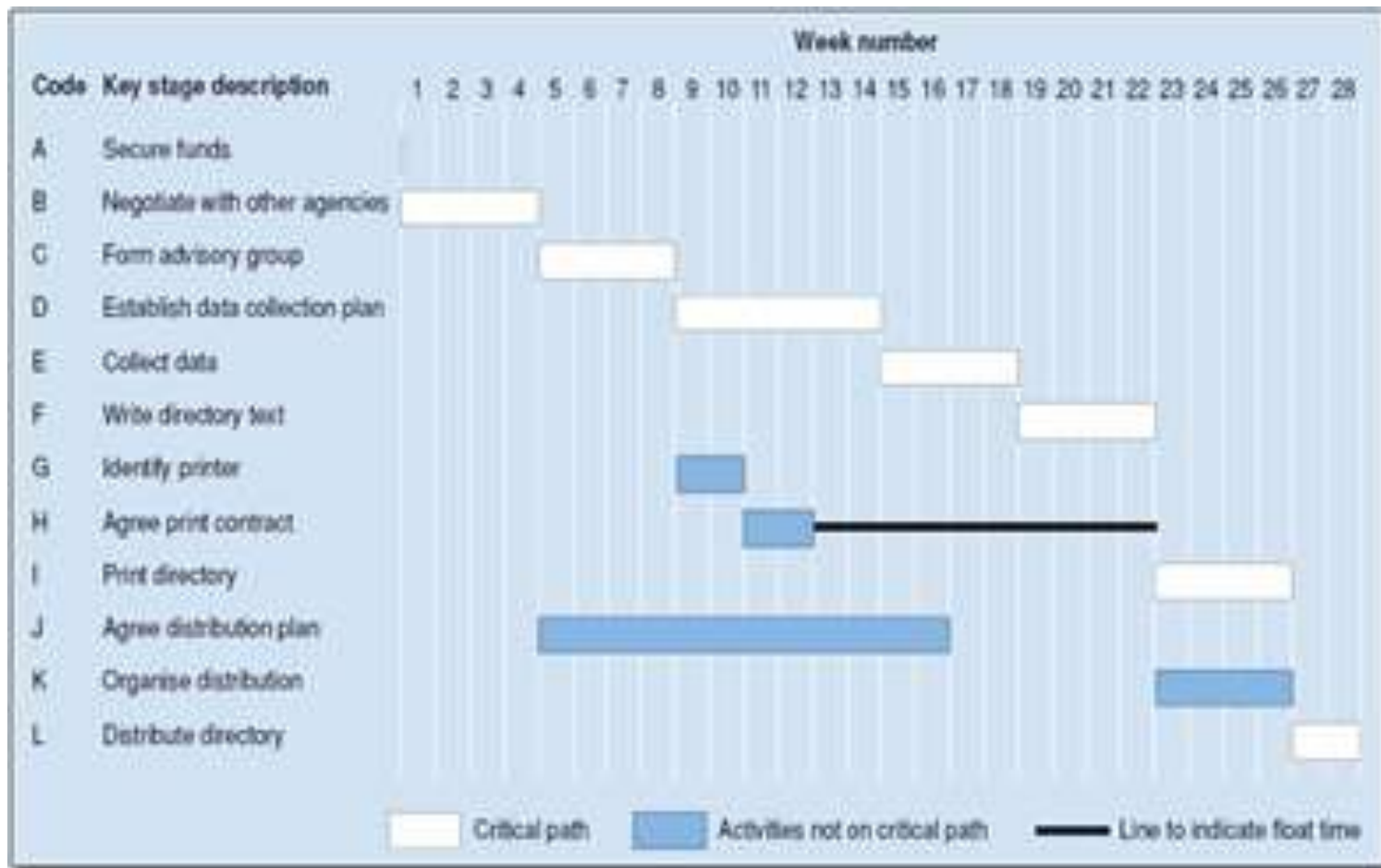
Parents: Virgil Gantt, Mary Jane Gantt

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=IwAR06BsxIqOWWTaSqWilkO6Z8BJt6dwh-5AAEsxxgyTAsxB3BjQJrU_PsUgw (Links to an external site.)

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