

SCOPE MANAGEMENT PLAN

PURPOSE OF THE SCOPE MANAGEMENT PLAN

The purpose of the Scope Management Plan is to provide strategy and guidance for defining and developing the scope and work breakdown of the Professional Development Conference project. The plan will also outline procedures for maintaining the scope baseline and confirming acceptance of the project's deliverables by key stakeholders.

PREPARING PROJECT SCOPE STATEMENTS

The project Scope Statements for the Professional Development Conference project should be prepared following the Project Management Institute's PMBOK guidelines and best practices. The scope statements should use the Project Charter, and specifically the project deliverables and milestones, as inputs for the Scope Statements.

CREATING PROJECT WORK BREAKDOWN STRUCTURE

The project Work Breakdown Structure (WBS) for the Professional Development Conference project should be prepared following the Project Management Institute's PMBOK guidelines and best practices. The project team should use the Project Charter and Scope Statements to develop the WBS. When preparing the WBS, make sure to break the project into the recommended phases in the Project Charter, and group related work packages together into planning packages for clarity.

APPROVING AND MAINTAINING SCOPE BASELINE

Once the Scope Baseline has been generated by the project manager and other relevant project team members, the project manager will submit the Scope Baseline for approval by the project's executive sponsor. Once the Scope Statements and Scope Baseline have been approved by the executive sponsor, the project manager will be responsible for maintaining the scope baseline, and approving or rejecting any change requests to the scope baseline.

CONFIRMING ACCEPTANCE OF PROJECT DELIVERABLES

The project manager is responsible for ensuring that project work packages and deliverables meet the standards expected by the project's key stakeholders and customers. The project manager will present the project deliverables to the executive sponsor and key stakeholders as they reach completion to receive acceptance sign off.