



# Project Management – Managing Scope

# Scope.. What is it?

- How would you define it?
- What does it mean to you?

# Scope.. What is it?

*“The scope of a project is the set of affordable systems and software that the project team has to deliver.”*

*Real Web Project Management, Ch 5 p. 83*

# Managing Scope

- Why is it different for web projects?
- How can we manage scope changes?

# Classic Scope Control

- Requirements Driven
- Upfront Definitions

# Management Example: DICE

- Define
- Implement
- Control
- End

# Management Example: MoSCoW

- Must have
  - Should have
  - Could have
  - Won't have
- 
- Dynamic Systems Development Method (DSDM)

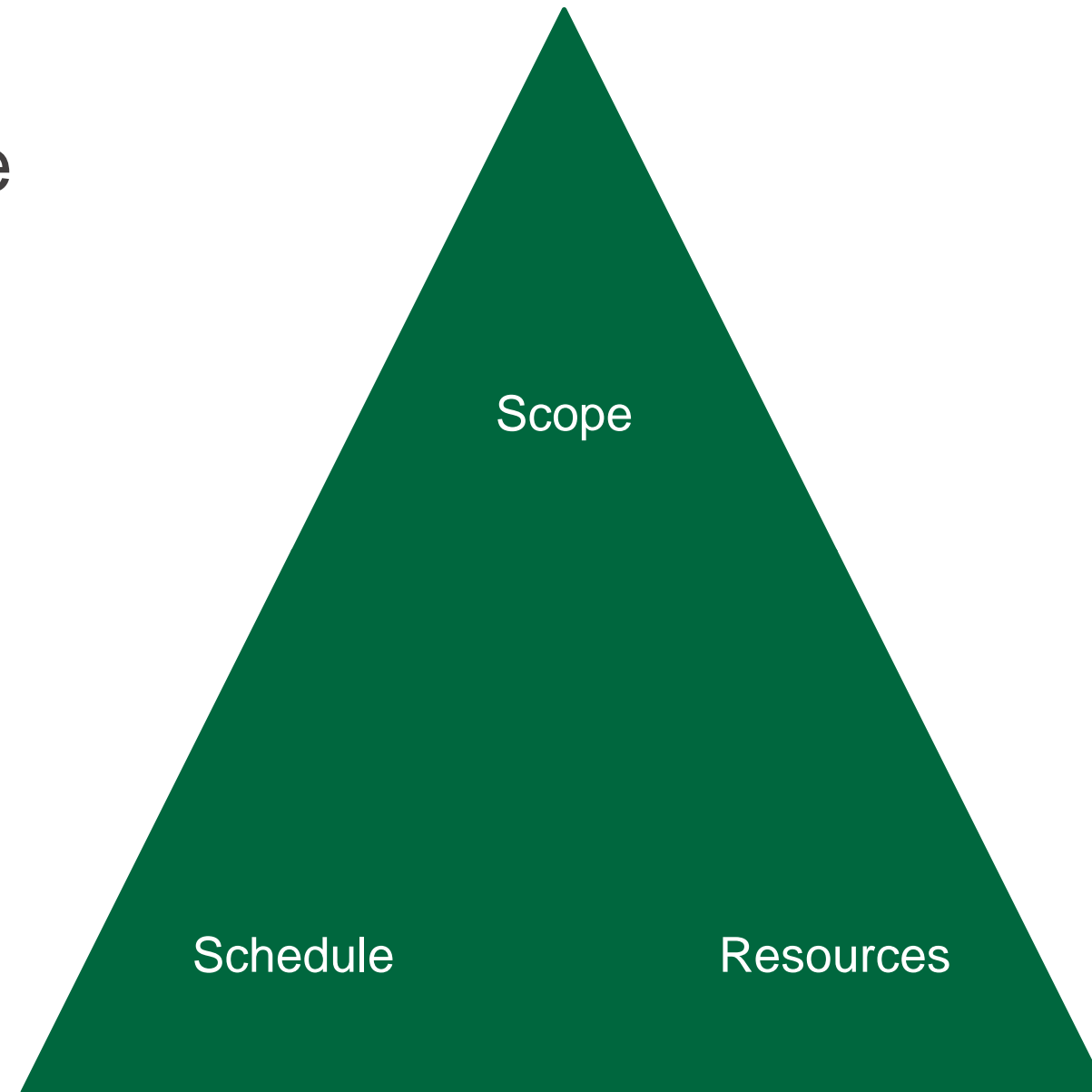
# Information Management

- First things first – GET ORGANIZED
- PM's job is to manage project information
- Documentation and version control



# Managing Scope Change

- The Project Triangle



# Managing Scope Change

- Project Documentation SIGN-OFFs
  - Menu Approach
  - “Surgeon Analogy”
- Playing Defense
  - Use change request forms
  - Formalize this process and discuss it at the beginning of the project with stakeholder

# Problem with Classic Approach

- Natural reaction to scope “creep” is to try over define project
- Doesn't work well for Web Projects

# Iterative Approaches

- Rapid Application Development
- Short, repetitive cycles
- Agile project management
- Best suited for
  - Smaller scalable projects
  - For complex projects where the scope and customers that are not 100% sure what they need until prototype are built.

# Common Scope Headaches

- Poor Project Definition
- Poor documentation / specs
- Poor communication of scope to client
- Stakeholder is running wild

Lets review / discuss