

Project Scope Management

[A Guide]

SCOPE...?

What is a scope?

The extent of a project and its products.

Boundaries/limits of a project and its product.

It covers:

all the work done to create the product of the project.

all the processes used to create them.

A scope statement describes the boundaries of a project.

A scope statement is agreed upon earlier in project.

It clearly describes what is included and what is excluded.

This is usually done in planning phase of a project.

SCOPE STATEMENT.

General Layout

- A. Project Description.**
- B. Product Scope.**
- C. Project Scope.**

SCOPE STATEMENT CONTENTS.

Difference:

Product Scope Vs. Project Scope. [Merely What Vs How]



What?

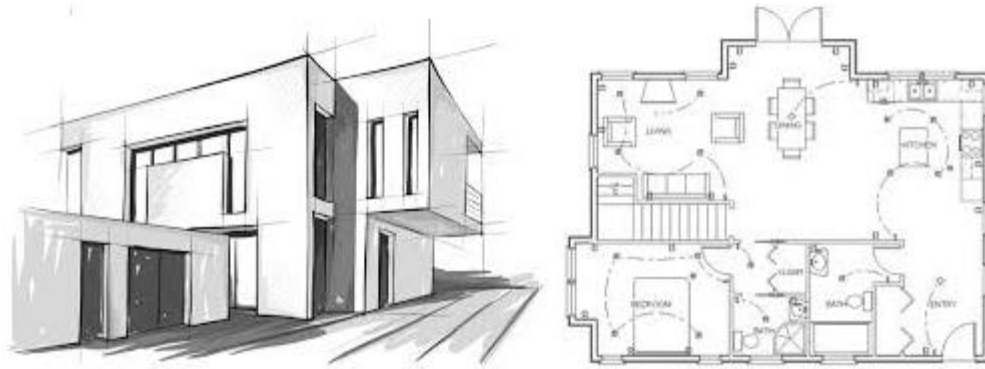


How?

**Product Scope: Describes what will be delivered to customer.
And, Project Scope: Describes how that will be achieved.**

SCOPE STATEMENT CONTENTS.

Product Scope Vs. Project Scope



SCOPE – Project Description.

A. Project Description.

Brief introduction of the organization.

[name, business, concept, status, structure, processes, etc.]

[Diagram if possible/convenient]

[nothing else, DO NOT write problem or project details]

Brief introduction of the problem.

[what, where, how much/extent, who or which people/area]

[divide problem into sub-problems]

Brief introduction of the solution.

[name of solution, names of smaller parts of solution corresponding to sub-problems]

SCOPE – Product Scope.

B. Product Scope.

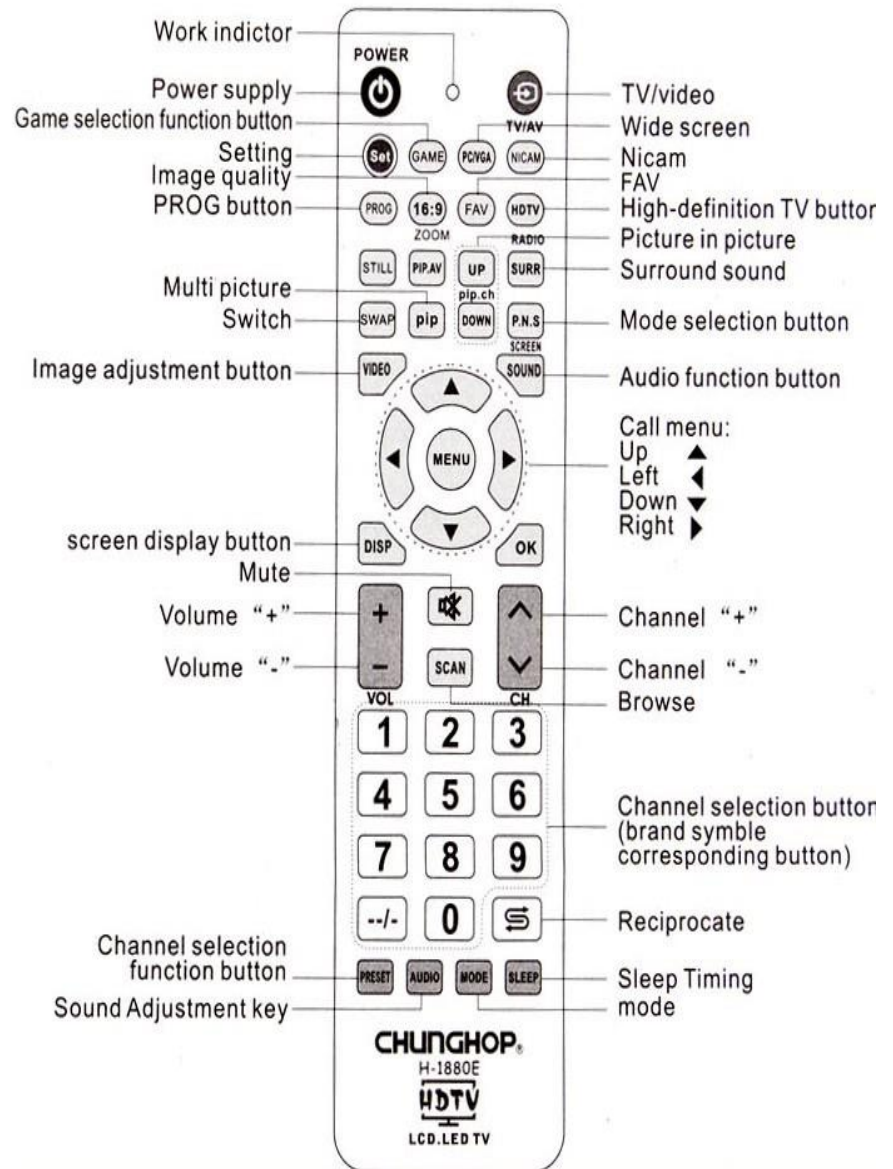
The features and functions that characterize a product, service, or result.

- 1. Product Features**
- 2. Software deliverables**
- 3. Other deliverables: PM reports, manuals, docs, etc**
- 4. Exclusions: list of excluded products**

Remote Control Features.

1. Power On/Off Support.
2. Mode Change.
3. Volume Control Support.
4. Channel/Program Change.
5. Display Mode/Options.
6. Program Options.
7. Sleep/Wake Options.

Remote Control Deliverables.



Product Scope (Features).

Software product features.

Product features are characteristics of your product that describe its appearance, components, and capabilities.

Some actions that can be performed by a user of the product

e.g:

- Entry and update operations on new accommodation reservation

- Periodically list overseas guests that checked in last week

- Guest stay management

- Food and beverage management

- Housekeeping management

Etc.

Facebook Features.

Account/user management.

Friends Management.

Configuration and settings.

Photo and video management.

Profile management.

Groups management.

Messages and inbox management.

Events management.

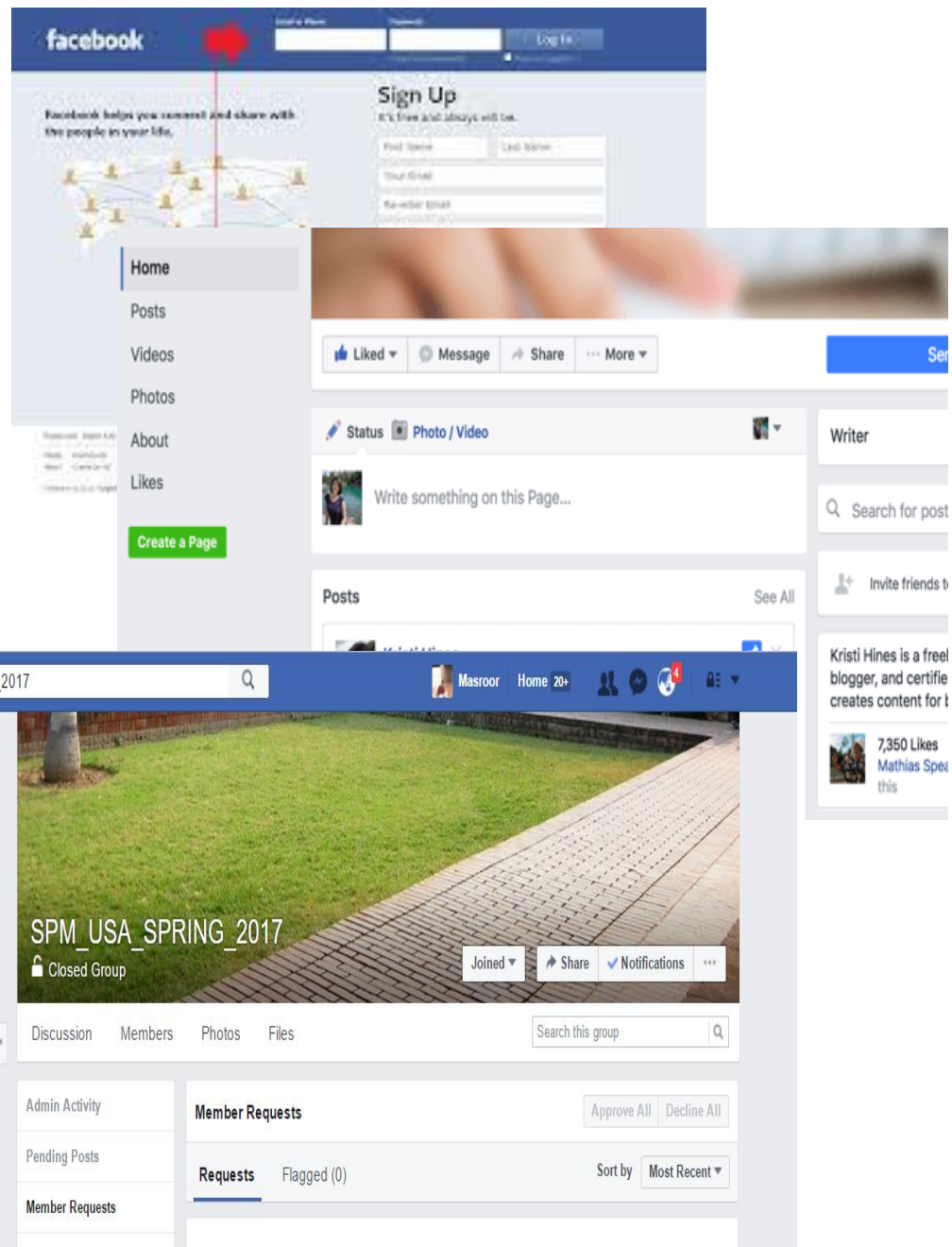
News Feeds.

Advertisements.

Memories.

Notifications.

Shortcuts.



SCOPE MANAGEMENT.

Masroor Hussain [SPM Session Spring. 2017]

Product Scope (Deliverables).

Product Scope – Software Deliverables.

A software deliverable is a complete functional unit inside a software product.

A key/main deliverable may be made up of several sub-deliverables.

Hierarchy of Deliverables.

name of a main deliverable + description

name of sub deliverable + description

a. Service that this sub deliverable provides

b. Output/outcome

name of next sub deliverable + description

a. Service that this sub deliverable provides

b. Output/outcome

..

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C.R.U.D/B.R.E.A.D/
MADS

Product Scope (Other Deliverables).

Product Scope – Other Deliverables.

A.. Support Software.

Setup, Installation, Maintenance, Backup, Recovery, Archive, etc.

B.. Manuals

User manual, reference manual, installation manual, etc.

C.. Reports

Completion reports, transition schedules, source-code, test reports, etc.

D.. Guide

Installation guide, trouble-shooting guide, maintenance guide, etc.

E.. Codes

Codes, numbers, passwords, etc.

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PROJECT SCOPE.

C. Project Scope.

1. Project Structure.

Project methodology e.g. SDLC model.

[be specific to project]

Major Milestones and Internal Deliverables

2. Roles & Responsibilities [everybody]

3. Resource Lists

Human, non-human,

4. Constraints: Limitations on teams options

[e.g. Resources, schedules, etc.]

5. Assumptions:

[Expectations of team and its impact on the scope afterwards.]

Etc.

PROJECT SCOPE.

1. Project Structure.

Organogram of project team.

Organogram of clients (users).

Project methodology e.g. SDLC (Water fall, spiral, etc.)

[be specific to project]

Names of phases

Names of milestones + description

Names of outputs + description

Names of internal deliverables + description

2. Roles & Responsibilities

All team members (only)

PROJECT SCOPE.

3. Resource Lists

Human, non-human,

Name – Description – Quantity - Duration

4. Constraints: Limitations on teams options

[e.g. Resources, schedules, etc.]

(a) cost, (b) schedule/time (c) scope (d) quality/performance

5. Assumptions:

[what should be true in future]

[Expectations of team and its impact on the scope afterwards.]

(a) budget (b) schedule [appointments] (c) Resource availability

(d) Environment/circumstances (e) Technical (technology) (f) Dependencies