**IDENTIFYING SCOPE**

Project scope:

Is what’s included in your project and what is not included.

These can be:

* Budget
* Resources
* Time

One should define scope of a project in the initial phase of the life cycle.

To define scope, communicate with stakeholders and ask them questions, from what their goal is to what their trying to achieve, from there you can ask them what lies and doesn’t for your project.

In-scope:

Tasks that are included in the project plan and contribute to the projects goal.

Out-of-scope:

Tasks that are not included in the project plan and don’t contribute to the projects

goals.

As a project manager, make sure tasks being done are in-scope and are reaching your goals, should a task be out of scope then one simply denies it or changes it.

Scope creep:

Changes, growth, and uncontrolled factors that affect a projects scope at any point after the project begins.

Make sure that once a good established scope is defined that you adhere to it, should their be suggestions out of scope then deny them, should they be a bit of scope creep is fine but one must realise that f there gets to much they should stop accepting additional tasks and focus on the project and bring up to stakeholders of the cope, goal and objectives that they agreed upon.

Solutions:

* Make sure project plans visible
* Get clarity on the project requirements.
* Set ground rules and expectations for stakeholders’ involvement.
* Create a plan for dealing with out-of-scope requests.
* Put your agreements and plans in writing.

That is why you have a be specific in defining goals, objectives, scope, deliveries before moving ahead.

Internal scope creep:

* Product improvements
* Process changes

Make sure any changes to scope or of that sought must come to you for approval with these in mind.

Protect the scope.