


PROJECT

SCOPE

MANAGEMENT



IT Projects Management
1100-ZPOUEN
Information technology
laboratory (LI) Winter
Semester 2022/2023

5 Project Management Process Groups



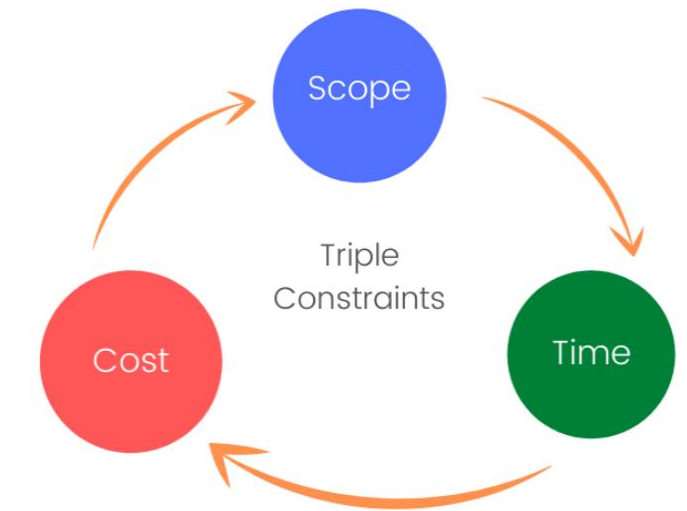
Project ?

project is defined as a sequence of activities undertaken for getting a set of tasks done to achieve the desired business goals successfully

- ❑ A Project operates within certain constraints of time, budget, scope, quality, resources and risks
- ❑ A Project is completed when the project's goals are achieved.
- ❑ A project may be canceled or discontinued if it is considered to be no longer viable.

The primary constraints of a project are:

- Time – the schedule for the project to reach completion
- Cost – the budget allocated for the project to meet its objectives and complete it on time
- Scope – the specific deliverables of the project
- Quality – the standard of the outcome of the project



triple constraints/ Project Management Triangle

5 Phases of Project Management – A Complete Breakdown



Initiation

1

- Define project goals
- Create a business case
- Complete the project charter
- Draw up the list of stakeholders

Planning

2

- Define scope
- Create a project plan
- Set a budget baseline
- Define roles and responsibilities

Execution

3

- Allocate project resources
- Manage project resources
- Build the product or process
- Meet often and fix issues as they rise

Monitoring and Control

4

- Track effort and cost
- Monitor project progress
- Ensure adherence to plan
- Prevent any chance for disruptions

Completion

5

- Handover deliverables
- Review project deliverables
- Get project results approved
- Document project learnings

Phase 1: Project initiation

The project initiation phase is the first stage of turning an abstract idea into a meaningful goal

- ❑ Determine the need for the project and create a project charter
- ❑ identify key project stakeholders—the people who are to be involved in the project. Create a stakeholder register with the roles, designation, communication requirements, and influence.

Consider the example of an automobile manufacturer assigned to develop an electric vehicle. The selection of the design, capacity, and battery power of the vehicle will not be a part of the initiation phase. The only certainty would be that an electric vehicle will be developed within the given timeframe and budget.

Phase 2: Project planning

The project planning stage requires complete diligence as it lays out the project's roadmap.

In this phase, the primary tasks are identifying technical requirements, developing a detailed project schedule, creating a communication plan, and setting up goals/deliverables.

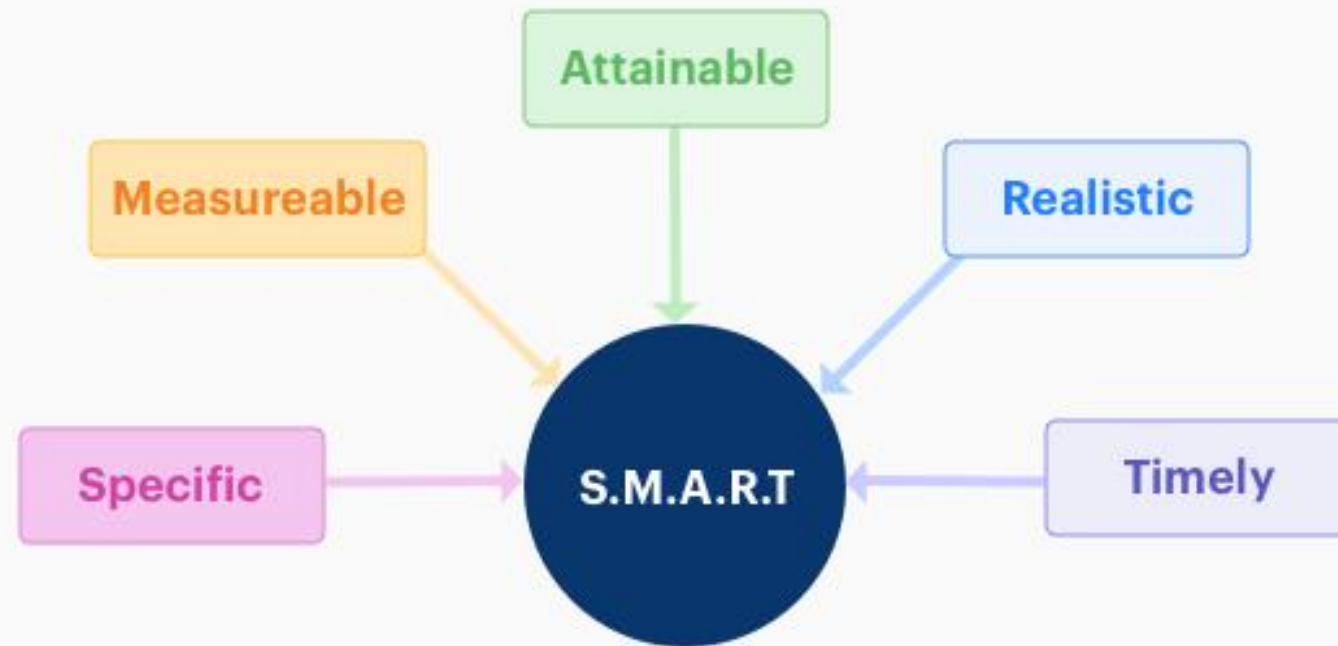
There are several methods of setting up the project's goals but

S.M.A.R.T.

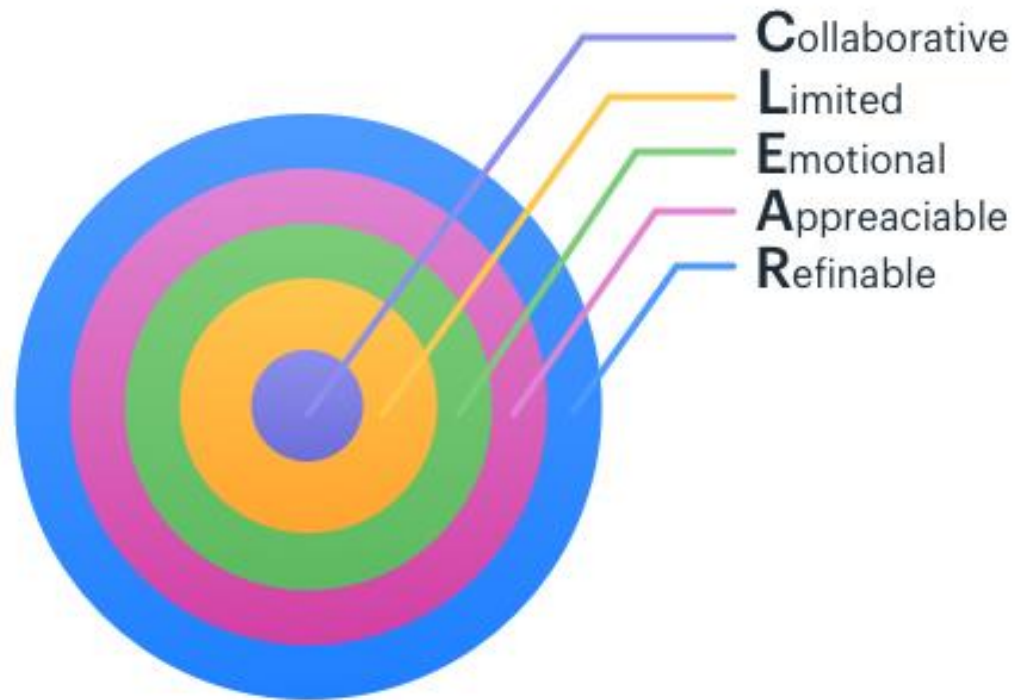
and **C.L.E.A.R.**

are the most popular.

S.M.A.R.T Goals



C.L.E.A.R. Goals:



Project managers also develop a work breakdown structure (WBS), which clearly visualizes the entire project in different sections for the team management.

A detailed project timeline with each deliverable is another important element of the planning stage.

Risk mitigation :The project manager is responsible for extrapolating past data to identify potential project management risks and develop a strategy to minimize them.

In the absence of a working change management plan, scope creep happens and causes huge problems for the project team in the later stages of the project.

Phase 3: Project execution

The project execution stage is where your team does the actual work. As a project manager, your job is to establish efficient workflows and carefully monitor the progress of your team.

Phase 4: Project monitoring and controlling

During the monitoring phase of project management, the manager is also responsible for quantitatively tracking the effort and cost during the process. This tracking not only ensures that the project remains within the budget but also is important for future projects.

Phase 5: Project closing

This is the **final** phase of the project management process.

The project closure stage indicates the end of the project after the final delivery. There are times when external talent is hired specifically for the project on contract. Terminating these contracts and completing the necessary paperwork

Most teams hold a reflection meeting after the completion of the project in order to contemplate their successes and failures during the project.

Review the entire project complete a detailed report that covers every aspect.

What is project scope management?

Project scope management is the process to ensure that a particular project includes all the work relevant/appropriate to achieve the project's objectives.

Project Scope Management consists of **three** processes

Planning: The process of getting an overview and defining the work that needs to be done to achieve the deliverables is called Planning.

Controlling: The process of documenting, tracking, focusing on scope disruption, and also continually approving and disapproving the project changes through the controlling and monitoring process is called controlling.

Closing: The process that includes an examination of the project deliverables and an assessment of the outcomes of the project against the original plan is the primary function of Closing.

Product Scope: Product scope can be defined as the features or characteristics of a product regardless of the design, function, or parts, and the critical point is that product scope refers to the actual tangible product that is finally produced.

Project Scope: In contrast to product scope, project scope focuses on the various steps taken to deliver a product. Project scope can include things like assembly lines, budgets, staff training, supply chains, and personnel allocations.

PRODUCT SCOPE

Features and functions
that characterize a
product.

PROJECT SCOPE

Work performed to deliver
a product, service, or
result with the specified
features and functions.

Project Scope Management Process



Plan Scope Management

The scope management plan describes the project scope and documents how it will be further defined, validated, and controlled throughout the lifecycle of the project.

The scope management plan includes the following:

- ☐ Project Scope Statement
- ☐ Project Requirements
- ☐ Project Deliverables
- ☐ Work breakdown schedule and change control process

Collect Requirements

It is the process of defining and documenting stakeholders' needs to meet the project activities.

The document for collecting requirements is developed in the project planning phase.

The “collect requirements” process includes the following:

- ☐ Business Requirements
- ☐ Stakeholder's Requirements
- ☐ Project Requirements
- ☐ Quality Requirements
- ☐ Support and Training Requirements

Define Scope

This is the process of developing a detailed description of the project and product, while collecting the requirement list. all the different requirements of the project and the resulting product or service are defined.

The following are included while defining the scope:

- ☐ Project goals and objectives
- ☐ Tasks in the project
- ☐ Resources
- ☐ Budget and Schedule, etc

Create Work Breakdown Structure

Creating a work breakdown structure is done using a technique called decomposition/breakdown.

It is the process of subdividing project deliverables and project work into smaller and more manageable components for achieving a better outcome.

Creating the work breakdown structure includes the following:

- ☐ Project Management plans, documents, enterprise environmental factors, organizational structure, etc.
- ☐ Decision-making and breakdown of tasks for the project deliverables into smaller activities.
- ☐ Scope baseline and updates made to the project document.

Validate Scope

A part of the project monitoring and control process group in which process includes reviewing deliverables with the customer or sponsor to ensure that they are completed satisfactorily and obtaining formal acceptance of deliverables by the customer or sponsor.

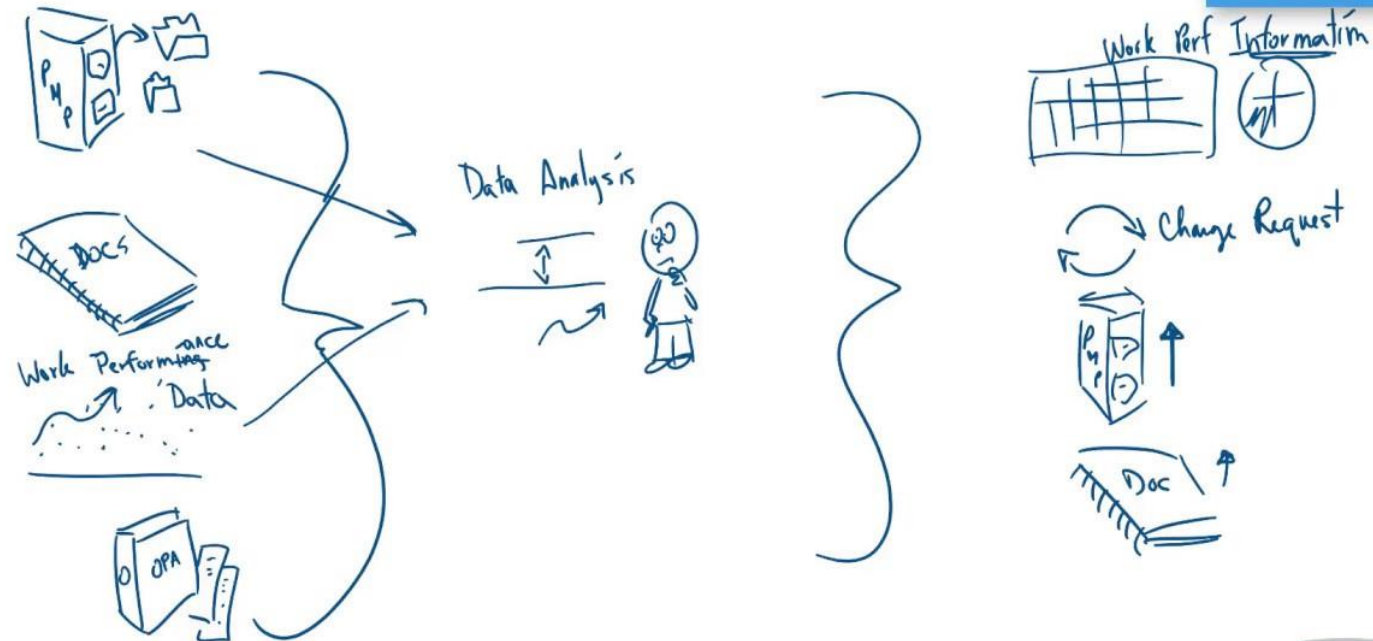
The following are included while validating the scope:

- ☐ Completion of project deliverables
- ☐ Acceptance of project deliverables
- ☐ If the requirements are being met for the project deliverables

Control Scope

Control scope is the last process group in project scope management. It is again a part of the project monitoring and control process group. Control scope is the process of monitoring the status of the project and product scope and managing changes to the scope baseline.

Control Scope



A work breakdown structure (WBS)

A work breakdown structure (WBS) is a visual, hierarchical and deliverable-oriented deconstruction of a project. It is a helpful diagram for project managers because it allows them to break down their project scope and visualize all the tasks required to complete their projects.

Why Use a WBS In Project Management?

Making a WBS is the first step in developing a project schedule. It defines all the work that needs to be completed (and in what order) to achieve the project goals and objectives.

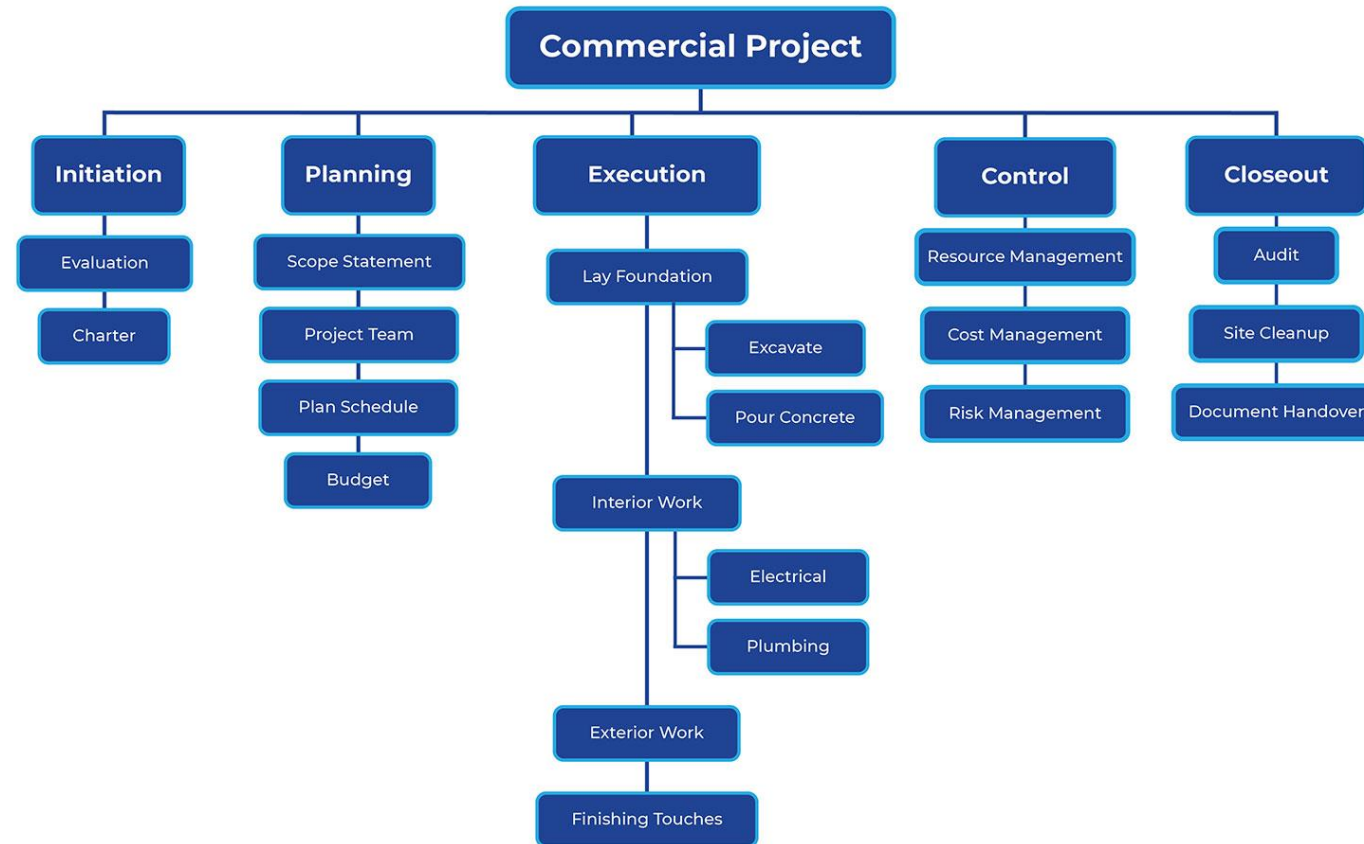
A well-constructed work breakdown structure helps with important project management process groups and knowledge areas such as:

- Project Planning, Project Scheduling and Project Budgeting
- Risk Management, Resource Management, Task Management and Team Management

Work Breakdown Structure Example

work plan for a commercial building construction project

Work Breakdown Structure



Types of WBS

There are two main types of WBS:

deliverable-based, and phase-based. They depend on whether you want to divide your project in terms of time or scope.

Cont.....NEXT WEEK LESSON