Introduction to
IT Project Management

Tutorial 4
Spring Semester 2020

What is Project Scope Management ?

What is Project Scope Management ?

Project scope management includes the processes involved in defining and controlling what is or is not included in a project

Knowledge areas VS Project Management process groups

	Project Management Process Groups				
	Initiating	**Planning**	**Executing**	**Monitoring & Controlling**	**Closing**
Project Integration Management	4.1 Develop Project Charter	4.2 Develop Project Management Plan	4.3 Direct and Manage Project Work	4.4 Monitor and Control Project Work 4.5 Perform Integrated Change Control	4.6 Close Project or Phase
Project Scope Management		5.1 Plan Scope Management 5.2 Collect Requirements 5.3 Define Scope 5.4 Create WBS		5.5 Validate Scope 5.6 Control Scope	

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Project Scope Management main Processes:

Planning
Process: **Plan scope management**
Outputs: Scope management plan, requirements management plan
Process: **Collect requirements**
Outputs: Requirements documentation, requirements traceability matrix
Process: **Define scope**
Outputs: Project scope statement, project documents updates
Process: **Create WBS**
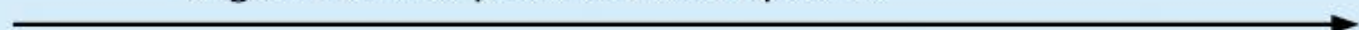Outputs: Scope baseline, project documents updates

Monitoring and Controlling
Process: **Validate scope**
Outputs: Accepted deliverables, change requests, work performance
information, project documents updates

Process: **Control scope**
Outputs: Work performance information, change requests, project
management plan updates, project documents updates,
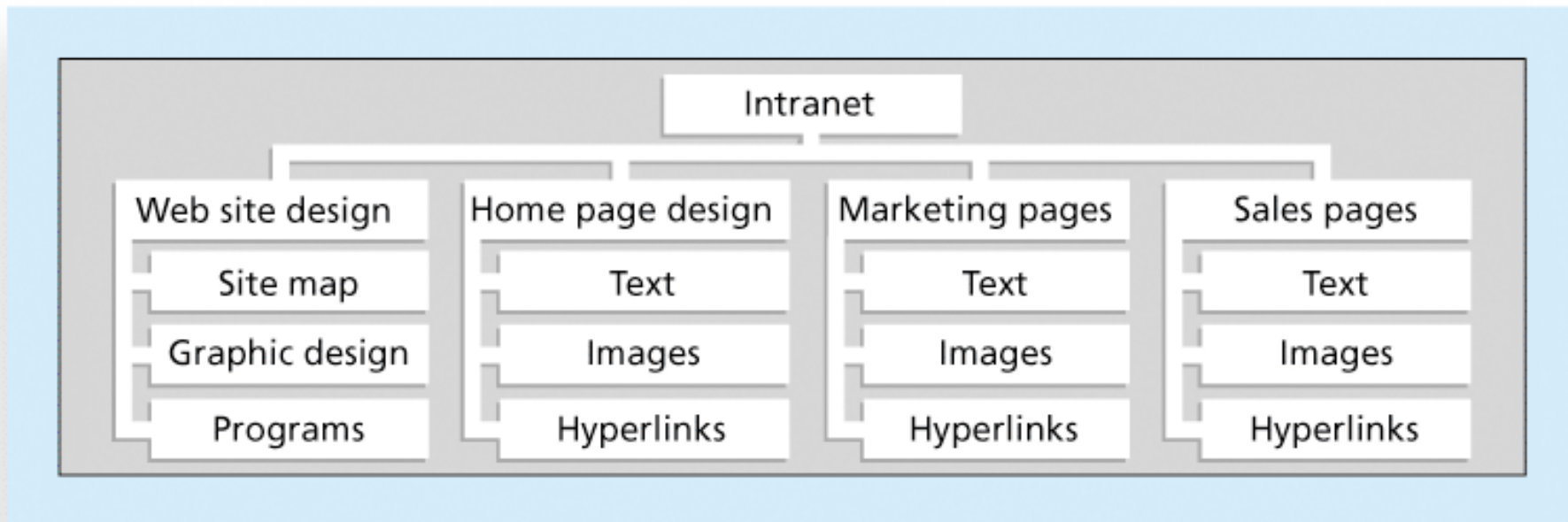organizational process assets updates

Project Start   **Project Finish**
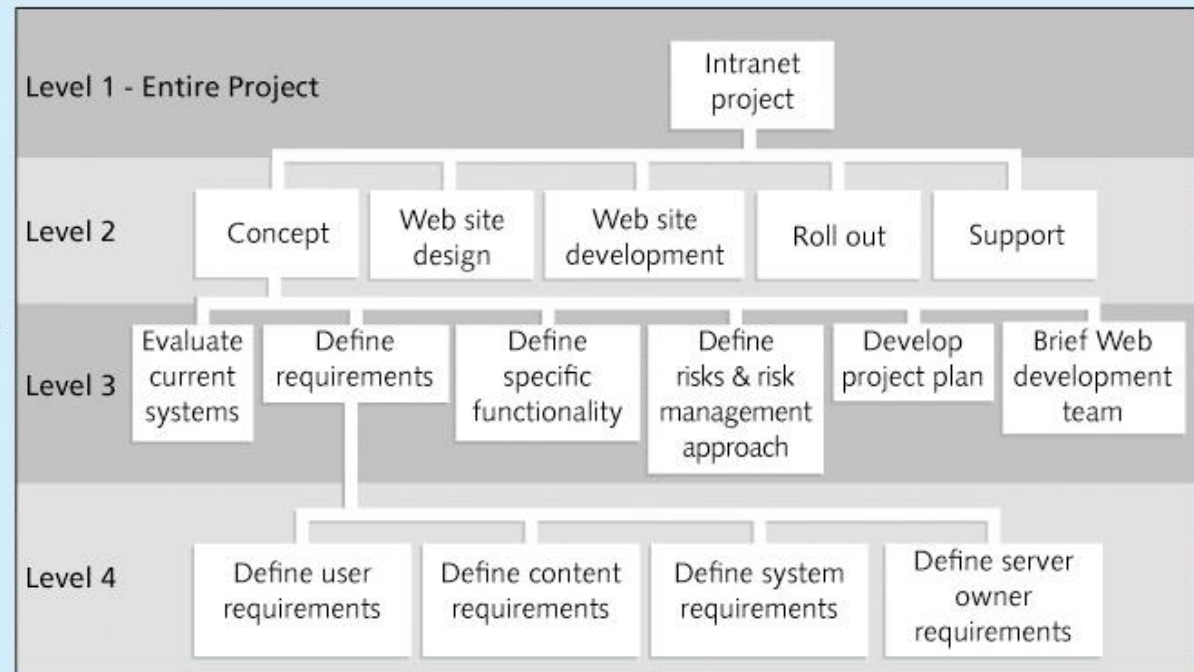
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Sample Intranet WBS

→ Organized by Product

Sample Intranet WBS

→ Organized by Phase

Chart form →

Level 1 - Entire Project	Intranet project
Level 2	Concept · Web site design · Web site development · Roll out · Support
Level 3	Evaluate current systems · Define requirements · Define specific functionality · Define risks & risk management approach · Develop project plan · Brief Web development team
Level 4	Define user requirements · Define content requirements · Define system requirements · Define server owner requirements

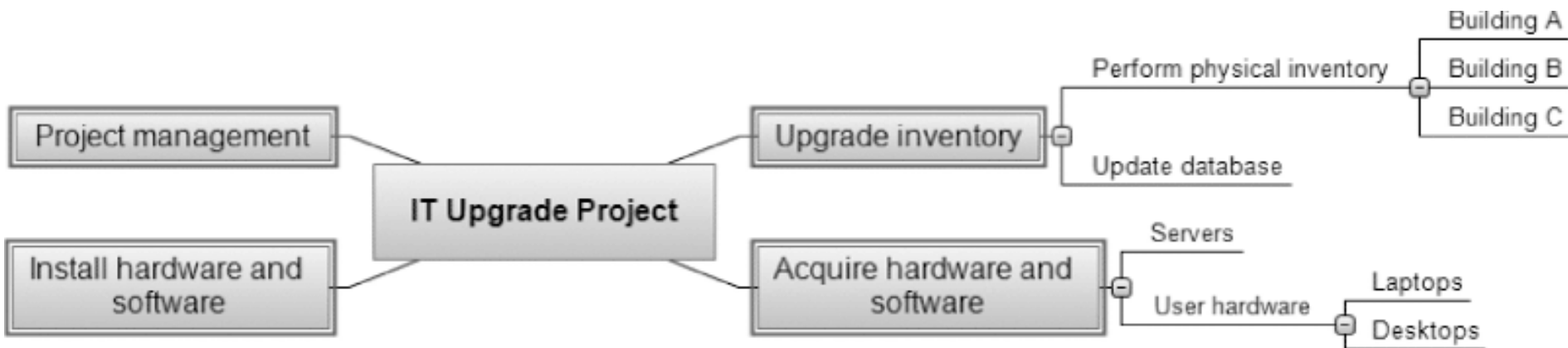**Tabular form with PMI numbering**

1.1 Concept
    1.1.1 Evaluate current systems
    1.1.2 Define requirements
        1.1.2.1 Define user requirements
        1.1.2.2 Define content requirements
        1.1.2.3 Define system requirements
        1.1.2.4 Define server owner requirements
    1.1.3 Define specific functionality
    1.1.4 Define risks and risk management approach
    1.1.5 Develop project plan
    1.1.6 Brief Web development team
1.2 Web site design
1.3 Web site development
1.4 Roll out
1.5 Support

Approaches to Developing WBSs

‣ Using guidelines: Some organizations provide guidelines for preparing WBSs

‣ The **analogy approach**: Review WBSs of similar projects and tailor to your project

‣ The **top-down approach**: Start with the largest items of the project and break them down

‣ The **bottom-up approach**: Start with the specific tasks and roll them up

‣ **Mind-mapping approach**: is a technique that uses branches radiating out from a core idea to structure thoughts and ideas

Sample Mind-Mapping Approach for Creating a WBS

Source: MatchWare's MindView 4 Business Edition

MS Project Exercise