

Guiding Questions

1. What is a scope baseline?
2. How do you create a work breakdown structure?
3. How can the scope baseline help you control scope creep?

Introduction

This week you focus on managing the scope, or work, completed as part of any given project.

You will familiarize yourself with concepts, tools, and techniques that are used to define, control, and validate project scope to maximize your chances of success.

How to Proceed

1. Review the key definitions.
2. Watch the video and answer the questions.
3. Review the sample WBS.
4. Post on the discussion forum (Post 2).
5. Submit Assignment 1.

Performance Indicators

1. Define *project scope* and *product scope*.
2. Define *project scope management*.
3. Explain the key tools & techniques for gathering and documenting project requirements.
4. Explain the purpose of a *project scope statement*.
5. Explain the purpose of a work breakdown structure (WBS) and a WBS dictionary.
6. Create a WBS to decompose the work in a simple project.
7. Explain how expert judgment can be used in defining scope.
8. Identify the key benefits of validating and controlling project scope.
9. Define *scope creep*.

Resources

1. Key Definitions and Reading List
2. Video 9: Work Breakdown Structures
3. Sample WBS
4. Discussion Forum Post 2
5. Discussion Forum Post Rubric
6. Discussion Post Guidelines
7. Assignment 1 Instructions
8. Assignment 1 Marking Rubric

Assessments

1. Discussion Post 2
2. Assignment 1