

Project Scope Management - 1 Day

***PDU*s - 6.5**
***CEU*s - 0.70**

PMI's Talent Triangle Breakdown

Technical - 6.25
Leadership - 0.25

PMI's Certification Breakdown

PMP - 6.50
PMI-ACP - 0.25
PMI-SP - 1.50
PMI-RMP - 0.25
PfMP - 0.25
PMI-PBA - 0.25

Course Description: In this one-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course will also include project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: Students will use discussion, cases, and group activities to facilitate the course.

Course Objectives:

Objective 1: Create interview strategies to gather project requirements

- Create questions which explore the customer's desires and requirements
- Identify ways of asking questions which open up communication
- Analyze the interview data and determine true requirements of the customer
- Brainstorm how to set project objectives that are measurable and realistic

Objective 2: Create scope requirements for project

- Discuss how to interview the client
- Describe how to define the work

Objective 3: Create a Work Breakdown Structure

- Examine characteristics of a milestone
- Examine schedule issues

- Discuss schedule for multiple projects
- Discuss schedule for individual projects
- Develop a critical path
- Examine scheduling changes and adjustments
- Discuss controlling the schedule

Objective 4: Evaluate a real time line

- Evaluate why time calculations are wrong

Objective 5: Analyze strengths and weaknesses of a Gantt chart

- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Discuss how to handle delays
- Discuss effects of a late start

Project Scope Management - 2 Day

*PDU*s - 13
*CEU*s - 1.3

PMI's Certification Breakdown
PMP - 13.00

PMI's Talent Triangle Breakdown
Technical - 13.00

Course Description: In this two-day course, participants will focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will ensure the ability to detail the scope and deliverables, as well as how to handle changes to the scope. This course also includes project life cycle, project definition, project baselines, and using the work breakdown structure. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Method of teaching: *Students will use discussion, cases, and group activities to facilitate the course.*

Course Objectives:

Objective 1: Create scope requirements for project

- Discuss how to interview the client
- Describe how to define the work

Objective 2: Create a Work Breakdown Structure

- Examine characteristics of a milestone
- Examine schedule issues
- Discuss schedule for multiple projects
- Discuss schedule for individual projects
- Examine scheduling changes and adjustments
- Discuss controlling the schedule

Objective 3: Assemble brainstorming and planning meetings

- Create a modified code of conduct for running an empowered team

Objective 4: Examine forms in scheduling a project and possible scheduling issues

- Discuss how to track multiple projects

Objective 5: Evaluate a real time line

- Evaluate why time calculations are wrong

Objective 6: Analyze strengths and weaknesses of a Gantt chart

- Develop a critical path
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Discuss how to handle delays
- Discuss effects of a late start

Objective 7: Examine steps to create a project budget and develop a master budget control process

- Discuss implementation of project plan