

# Project Scope Management

*Course Length – 2 Day*

*PDU's- 13*

**Course Description:** In this two-day course, participants focus on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course insures 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 the Project Management Institute's nine knowledge areas of *PMBOK® Guide*.

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

## **Course Objectives:**

- Create scope requirement for project
- Interview the client
- Defining the work
- Create a Work Breakdown Structure
- Schedule issues
- Schedule for multiple projects
- Schedule for individual projects
- Set and create a critical path
- Schedule changes and adjustments
- Control the schedule
- Facilitate brainstorming and planning meetings
- Create a modified code of conduct for running an empowered team
- Examine forms in scheduling a project and possible scheduling issues
- Formulate a Work Breakdown Structure
- Track multiple projects
- Evaluate a real time line
- Evaluate why time calculations are wrong
- Examine characteristics of a milestone
- Analyze strengths and weaknesses of a Gantt chart
- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Explore how to handle delays
- Discuss effects of a late start
- Examine steps in creating a project budget and developing a master budget control process
- Discuss implementation of project plan