

Managing Project Scope

PM05.00

Scope is the way that we describe the boundaries of a project. Without proper scope definition, you have no chance to manage scope effectively. When a project is defined, certain expectations are set as to what the project will achieve for an agreed upon cost and within an agreed upon timeframe. If the deliverables of the product change, the estimates for cost, effort and duration may need to change as well. That is really the purpose of scope change management – to ensure that the initial agreements are met, and that the project manager and the sponsor agree to any changes to the expectations. Effective scope management is the art of getting the sponsor to make the decisions on whether scope change requests should be approved.

Prerequisites

- None, this class provides a basic overview of setting scope and managing scope during the project.

Learning Objectives

At the end of this class, participants will be able to:

- Describe the basics of how scope relates to projects and project management
- Establish project scope through the project charter and the requirements gathering process.
- Manage scope effectively on projects.
- Establish scope change management procedures.

Who Should Attend

- Project managers
- Senior staff members
- Senior clients that need to understand these concepts to help manage scope in their organizations

Course Outline

- The basics
- Establishing scope on projects
- Managing scope
- Scope management procedures

There are numerous exercises to practice the concepts learned in the class.

Class Length

- One-half day (4 PDUs)

Project Risk Management

PM07.00

Risk refers to future conditions or circumstances that exist outside of the control of the project team that will have an adverse impact on the project if they occur. In other words, whereas an issue is a current problem that must be dealt with, a risk is a potential future problem that has not yet occurred.

A reactive Project Manager tries to resolve issues when they occur. A proactive Project Manager tries to resolve potential problems before they occur. Many problems can be seen ahead of time. Risk management is a proactive process that is invoked to attempt to eliminate these potential problems before they occur, and therefore increase the likelihood of success on the project.

Prerequisites

- A basic understanding of project management

Learning Objectives

At the end of this class, participants should be able to:

- Understand general concept of risk in everyday life
- Describe the relationship between risks, assumptions and issues
- Identify risks to your project through a number of data gathering techniques
- Analyze the potential risks to your project and determine which ones to focus on
- Plan appropriate risk responses using a number of different alternatives and options
- Monitor and control known risks, and continually assess the project to identify new risks

Who Should Attend

- Project managers and team members that must identify and resolve project risks
- Managers that monitor projects
- Clients, customers and all stakeholders that participate on projects and are in a position to identify and help respond to risks

Course Outline

- Overview and definition of risk
- Terms - risks, assumptions, issues
- The risk management process
- Risk identification
- Risk analysis
 - Qualitative
 - Quantitative
- Risk response
- Risk control

There are numerous exercises to reinforce the concepts taught in the class.

Class Length

- One-half day (4 PDUs)