

# **INTRODUCTION OF 9 KNOWLEDGE AREAS**

**Project Scope Management**

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# Project Scope Management

Did your project ask for this...



# Project Scope Management

...and you ended up building this???

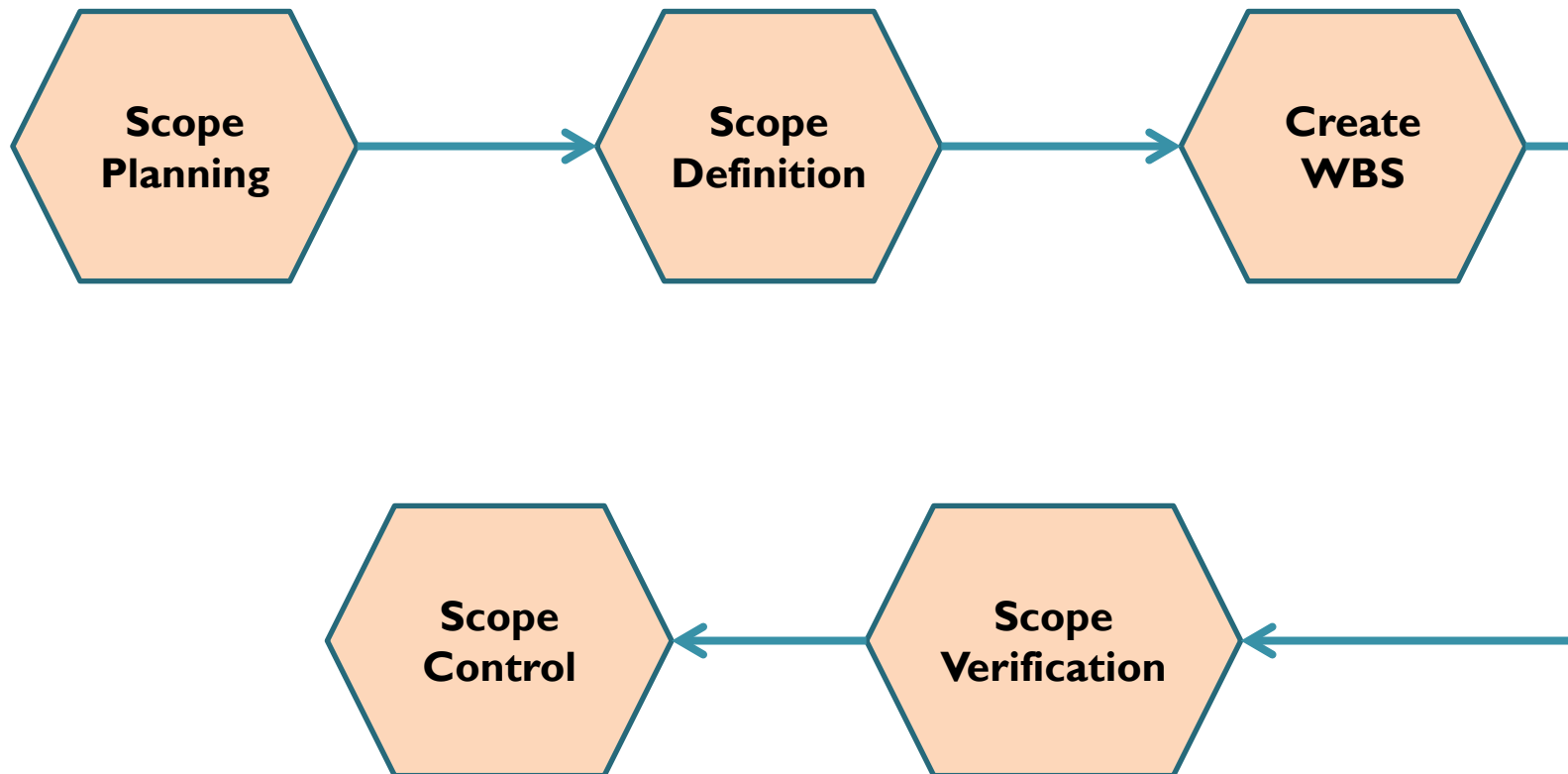


# Definition

Project scope management includes the processes required to ensure that the project addresses all the work required—and only the work required — to complete the project successfully.



# Project Scope Management Processes



# Scope Planning

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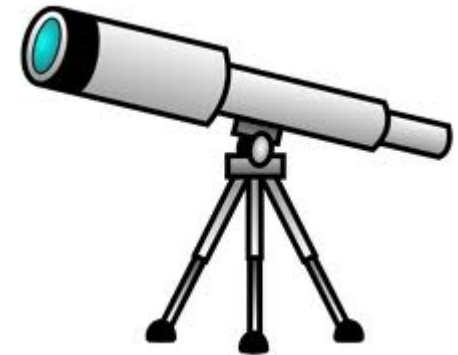
- Creating a document on how the scope will be defined, verified, and controlled.
- A scope statement is a document used to develop and confirm a common understanding of the project scope.

E.g. Scope management plan, gathering requirements, define what our client's need is.

# Scope Definition

- What is the meaning of scope?
- Compare with:
  - telescope?
  - microscope?
  - horoscope?

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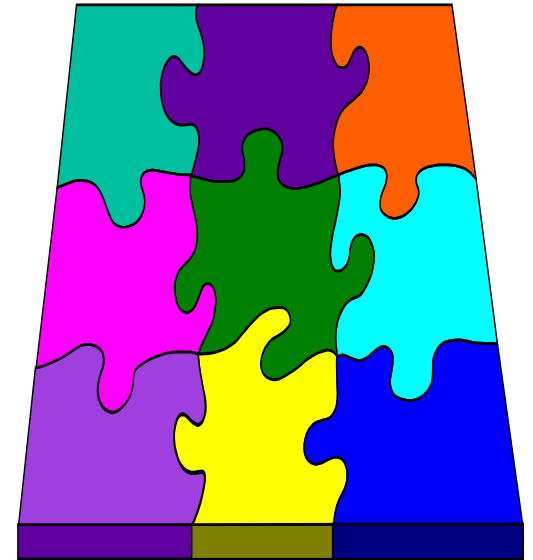
# Scope Definition

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- In the project context, the term “scope” may refer to:
  - Product scope  
E.g. A particular building in a school project.
  - Project scope  
E.g. The work that should be done by a project manager starting from meeting with the key stakeholder until the handing over and finalisation of account .

# Project Scope Definition (puzzle formula)

- The Project Scope defines the boundaries of the project in terms of:
  - what is to be undertaken;
  - within what environment; and
  - within what timeframe.

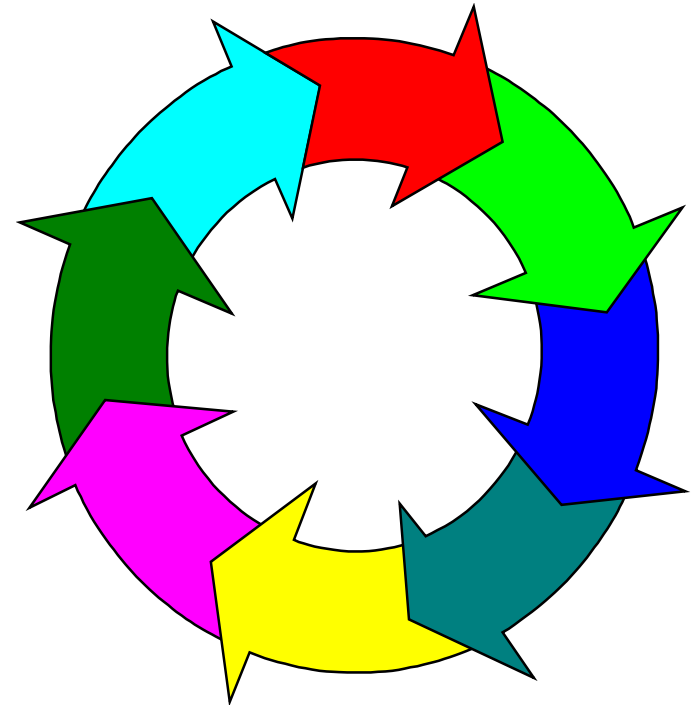


# Project Scope Definition Components

Origin & Background	Assumptions
Stakeholders	Exclusions
Project Governance	Related Projects
Project Authority/Delegations	Expertise Required
Organisational Benefits	Major Risks
Project Objectives	Key Activities
Statement of Deliverables	Expected Budget
Constraints	Immediate Approvals

# Origins and Context (Background)

Provide information on issues leading to the project, where did it come from and why.



E.g. The road project is planned for a route length of 13 km to connect two places.

# Meeting of Key Stakeholders

- Set the agenda for the project discussion
- Review the background
- Explore objectives
- Immediate action plan
- Responsibilities to progress



# Project Objectives ... should be:

- **S**pecific to the overall requirement
- **M**easurable
- **A**greed by stakeholders
- **R**ealistic
- **T**ime and Cost bound



# Statement of Deliverables

## Key Activities ...

- Components of work that must be undertaken to achieve the project objective/s.
- Activities are arranged chronologically in PHASES.

# Constraints

- List those known facts or circumstances that will be part of the project environment that you will have to deal with ...

that cannot be avoided!!!





# Assumptions



- We are assuming that these circumstances will surround our project and that they are true ...

but ... they need to be tested and appraised

# Related Projects

- These projects
  - precede,
  - are concurrent with, or
  - follow our project ...
- and impact on or are affected by our project in some way.



# Exclusions

- List all the activities, tasks or deliverables that will not be included in this project.
- Ensure a clear understanding of what is **not** to be provided.



# Major Risks Identified

A preliminary overview of the major risks that might impact the success of the project.



# Expected Budget

- This figure will be an indicator for an Executive Group to decide to proceed with planning ...
- or it may be the result of extensive research already undertaken.
- It may be initially a calculation of hours (to be converted into RM).



# Project Approval/s

- From whom is approval sought??
- What is needed to gain the decision to proceed??



# Create WBS

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- A work breakdown structure (WBS) is a grouping of the work involved in a project that defines the **total scope** of the project.
- It provides the basis for planning and managing project schedules, costs, and changes.

# Purpose of WBS

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- Divide and subdivide project for management and control.
- Purposes:
  - ▶ Better control.
  - ▶ Coherent delegation.
  - ▶ Levels of estimating and control.
  - ▶ Lowest level of work breakdown.
  - ▶ Containment of risk.

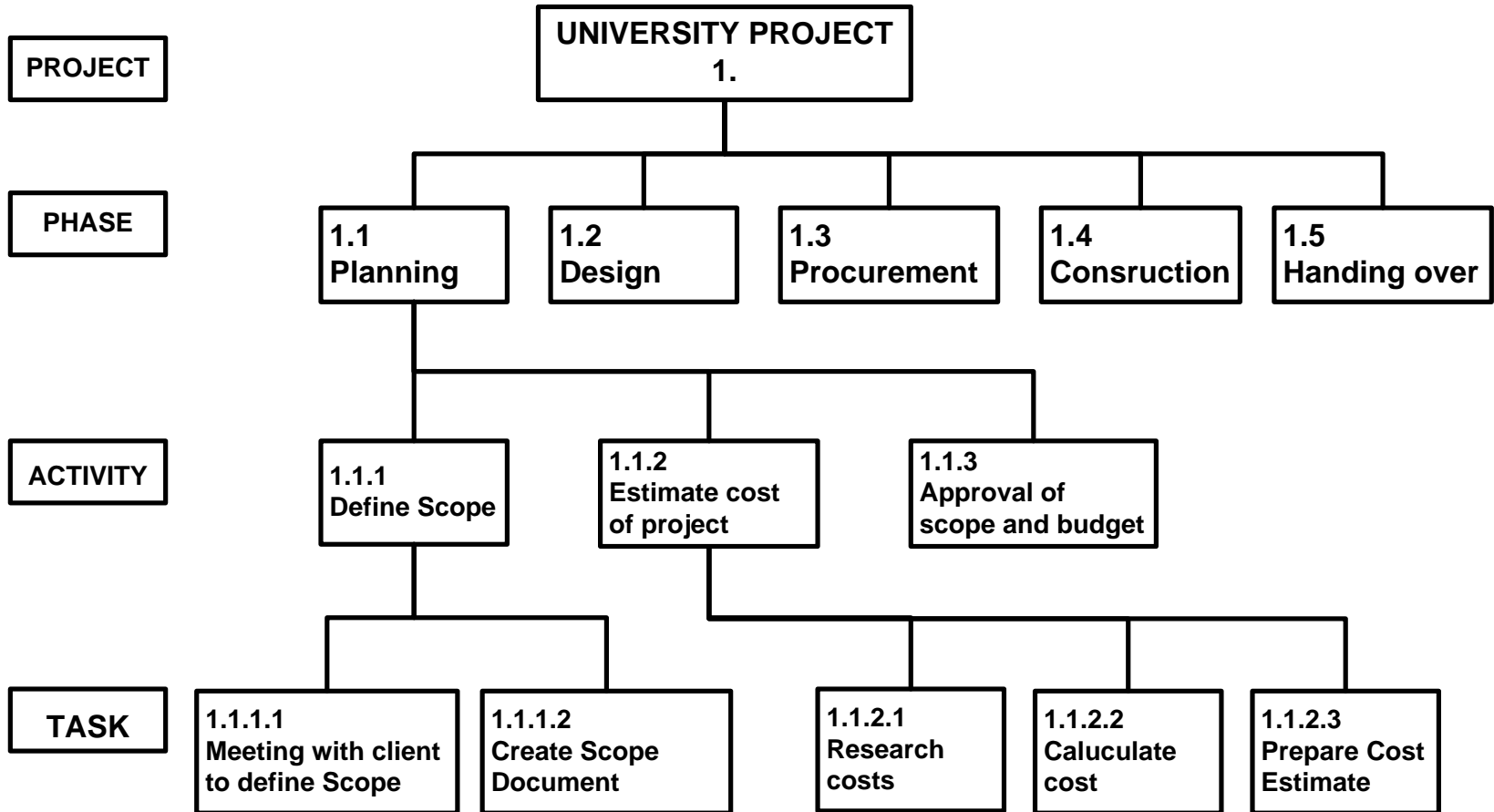




# Basic Principles for Creating WBS

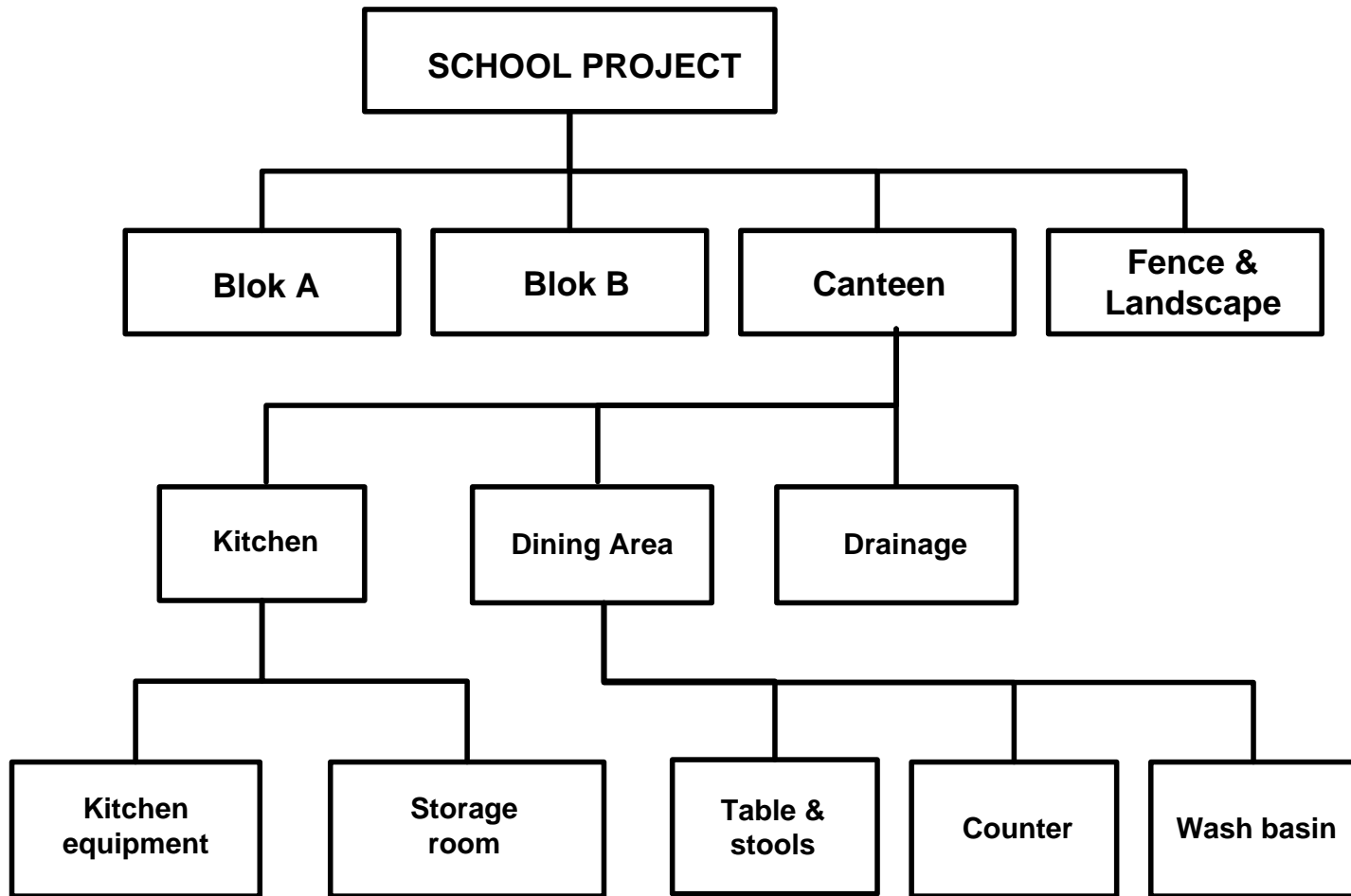
- The WBS must be consistent with the way in which work is actually going to be performed.
- It should serve the project team first and other purposes only if practical.
- Project team members should be involved in developing the WBS to ensure consistency and buy-in.

# Work Breakdown Structure



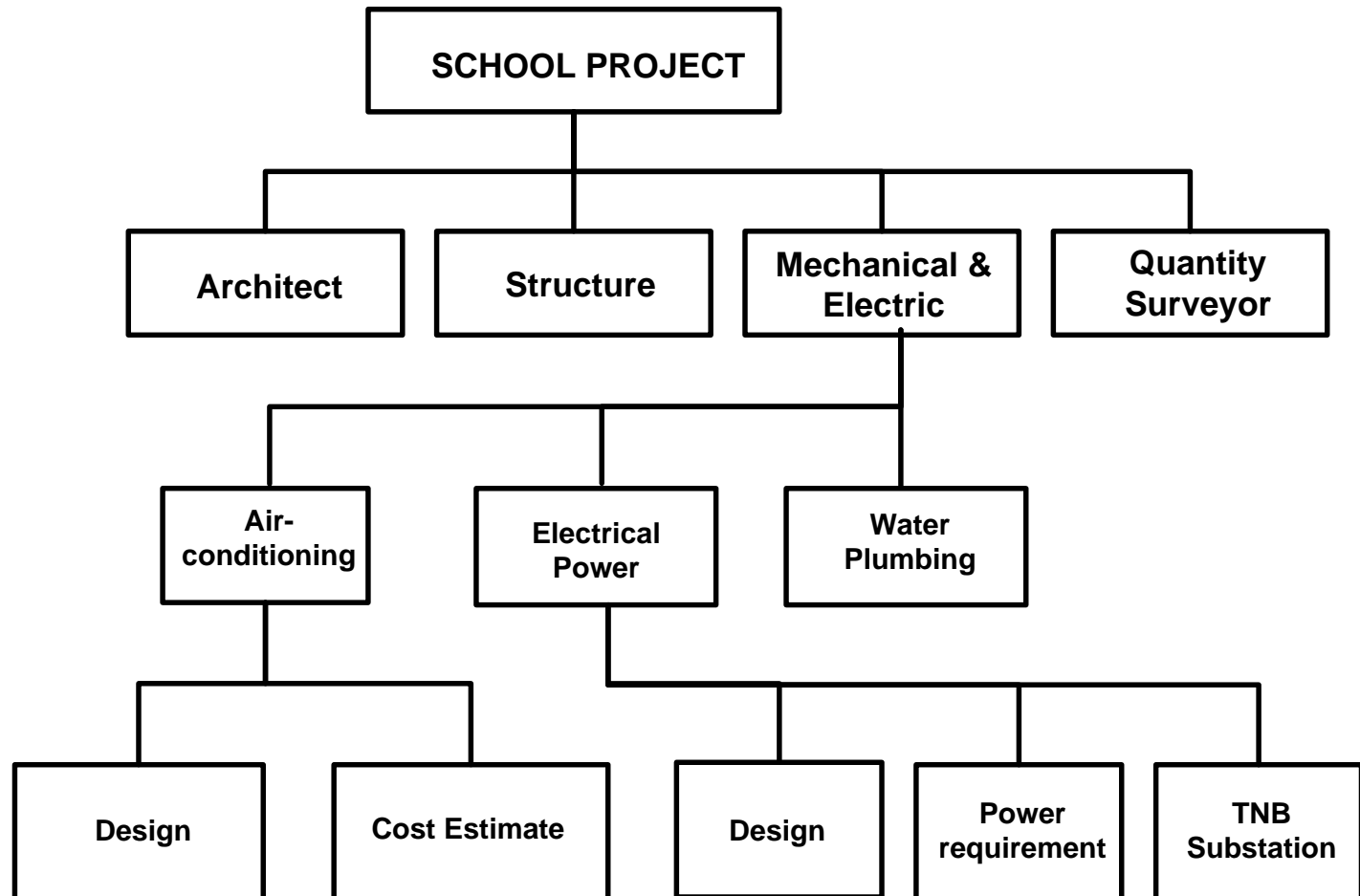
Sample WBS organized by phase.

# Work Breakdown Structure



Sample WBS organized by product.

# Work Breakdown Structure



Sample WBS organized by discipline.

# Scope verification

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- ✓ Scope verification is the process of obtaining the stakeholders' formal acceptance of the completed project scope.
- ✓ Scope verification will minimize scope changes and ensure that all the project deliverables will be completed satisfactorily.



# Scope Control

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- Scope control involves controlling changes to the project scope and managing “Scope Creep”.
- To avoid “Scope Creep”, it is important to thoroughly define the project scope and verify it with the stakeholders.



# Scope Control

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Keep in mind two things about Change –

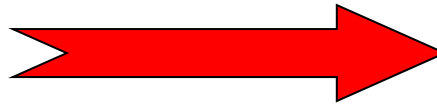
You cannot have a change in Scope without some kind of impact on **Cost and Time**.

It is much easier to implement a change **earlier** in the Project Life Cycle than it is in the **later** stages.

# Scope Control

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This does not mean that there will not be  
Change !





# Summary

- Project Scope Management: The complete understanding and management of **exactly what is and what is not** to be delivered within the project.
- Project Scope Management processes are:
  - Scope Planning
  - Scope Definition
  - Create WBS
  - Scope Verification
  - Scope Control

The background of the image is a scenic landscape featuring a multi-lane highway that curves through a green valley. In the distance, there are rolling hills and mountains under a hazy, light-colored sky. The overall tone is peaceful and scenic.

**Terima Kasih**