



Managing your IT Project's Scope - One-Day Seminar

Program Number: PMGNOP / PDUs: 6

1.0 Introduction

- Seminar member introduction and overview of course material

2.0 IT Project Scope Definitions

- Defining project scope, project management, project, project manager, and project management paradigm

Group exercise on scope terminology

3.0 Phases of a General IT Project Management Life Cycle

Learn about:

- Initiating Processes
- Planning Processes
- Execution Processes
- Controlling Processes
- Closeout Processes
- Project team requirements in each

Group exercise using the project life cycle

4.0 IT Project Charter-Understanding the Basics of:

- Why you need a project charter
- What goes in a project charter

5.0 IT Project Plan

- Define a project plan
- Define content of a project plan
- Group exercise on the project plan

6.0 IT Scope Statements

- Defining the project scope statement
- Examining examples of scope statements

Group exercise on developing a scope statement

7.0 IT Project Objectives

- Defining the project objectives
- Examining the importance of a project objective

Course Objectives:

The participants will learn about an IT project manager's role in managing the project's scope.

Learn How to:

- Define the meaning of the term scope management
- Understand how project scope works with the four phases of the project life cycle
- Understand how to develop a project charter
- Review the importance of the WBS in defining the scope
- Review the project schedule and how it ties into the project scope
- Baseline the project scope
- Define the scope with the customer
- Develop and use scope reports

Group exercise on developing a project objective

8.0 IT Product Scope vs. IT Project Scope

- Defining the product scope vs. project scope

9.0 Tools and Techniques for IT Project Scope

- Defining the work breakdown structure template overview
- Defining the project schedule overview

Group exercise developing project scope tools and techniques

10.0 Review of IT Project Management Systems

- Defining the project scope statement
- Examining examples of scope statements

Group exercise on developing a scope statement



11.0 IT Scope Reporting

- Defining reports used for monitoring and controlling the project scope
 - Examining examples of scope reports
- Group exercise on developing a scope report*

