

Project Scope

Project Management 2007
Sofia University
Martin Ruskov

You are free:

to Share — to copy, distribute and transmit the work



to Remix — to adapt the work

Under the following conditions:

Attribution. You must attribute the work in the manner specified by the author or licensor (but not in any way that suggests that they endorse you or your use of the work).

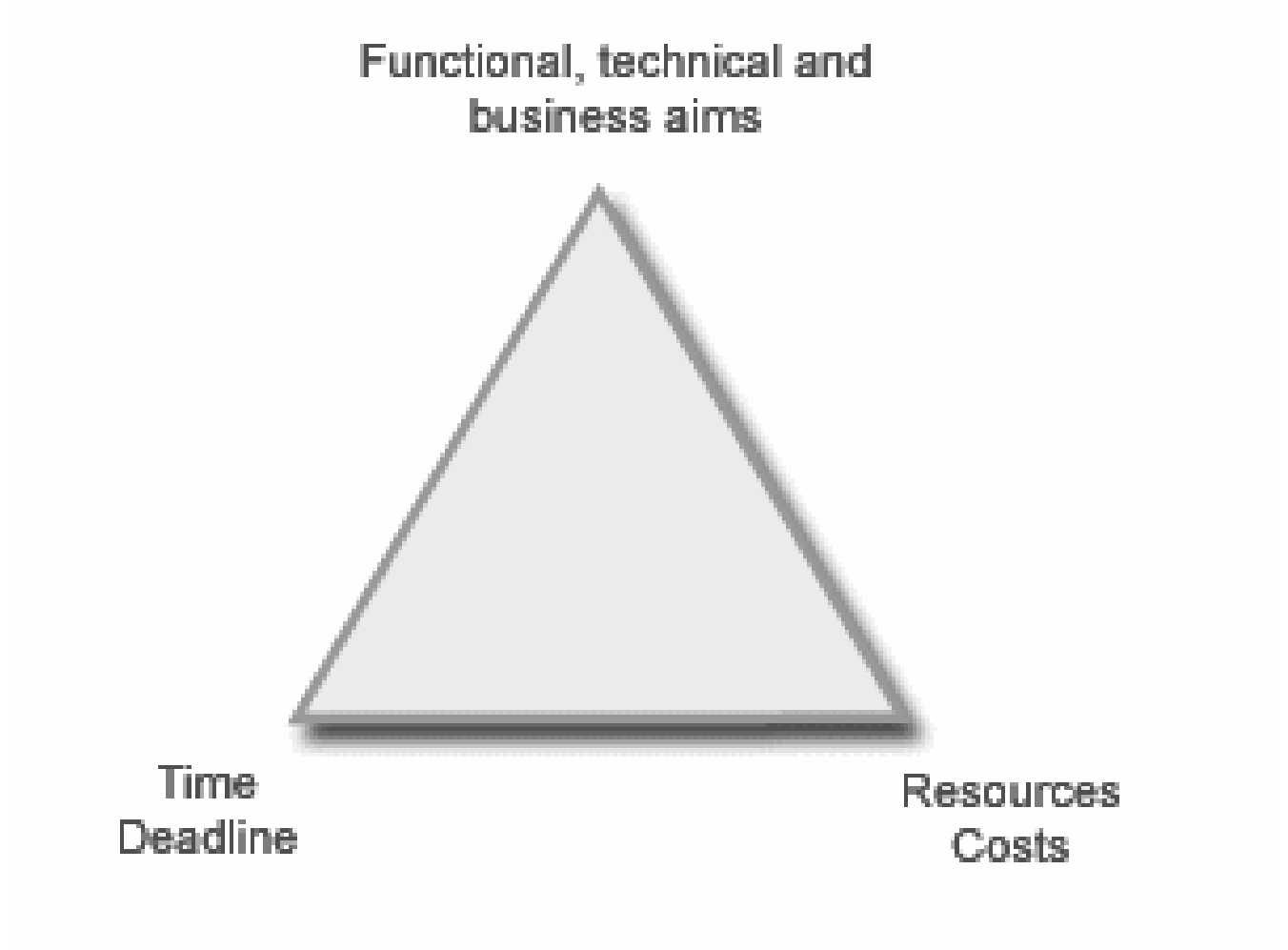


Share Alike. If you alter, transform, or build upon this work, you may distribute the resulting work only under the same, similar or a compatible license.

- For any reuse or distribution, you must make clear to others the license terms of this work. The best way to do this is with a link to this web page.
- Any of the above conditions can be waived if you get permission from the copyright holder.
- Nothing in this license impairs or restricts the author's moral rights.

Performance Measurement Baseline

- Time
- Cost
- Scope



Deliverables

- Transform objectives into deliverables
- Consider stakeholders when designing deliverables

Planning Project Scope

- Scope Statement
- Work Breakdown Structure (WBS)
- Description of Work (WBS Dictionary)
- Project Management Plan
- Templates, Forms and Standards

Project Scope Statement

- Project objectives
- Project scope description
- Project requirements
- Project boundaries
- Project deliverables
- Product acceptance criteria
- Project constraints
- Project assumptions

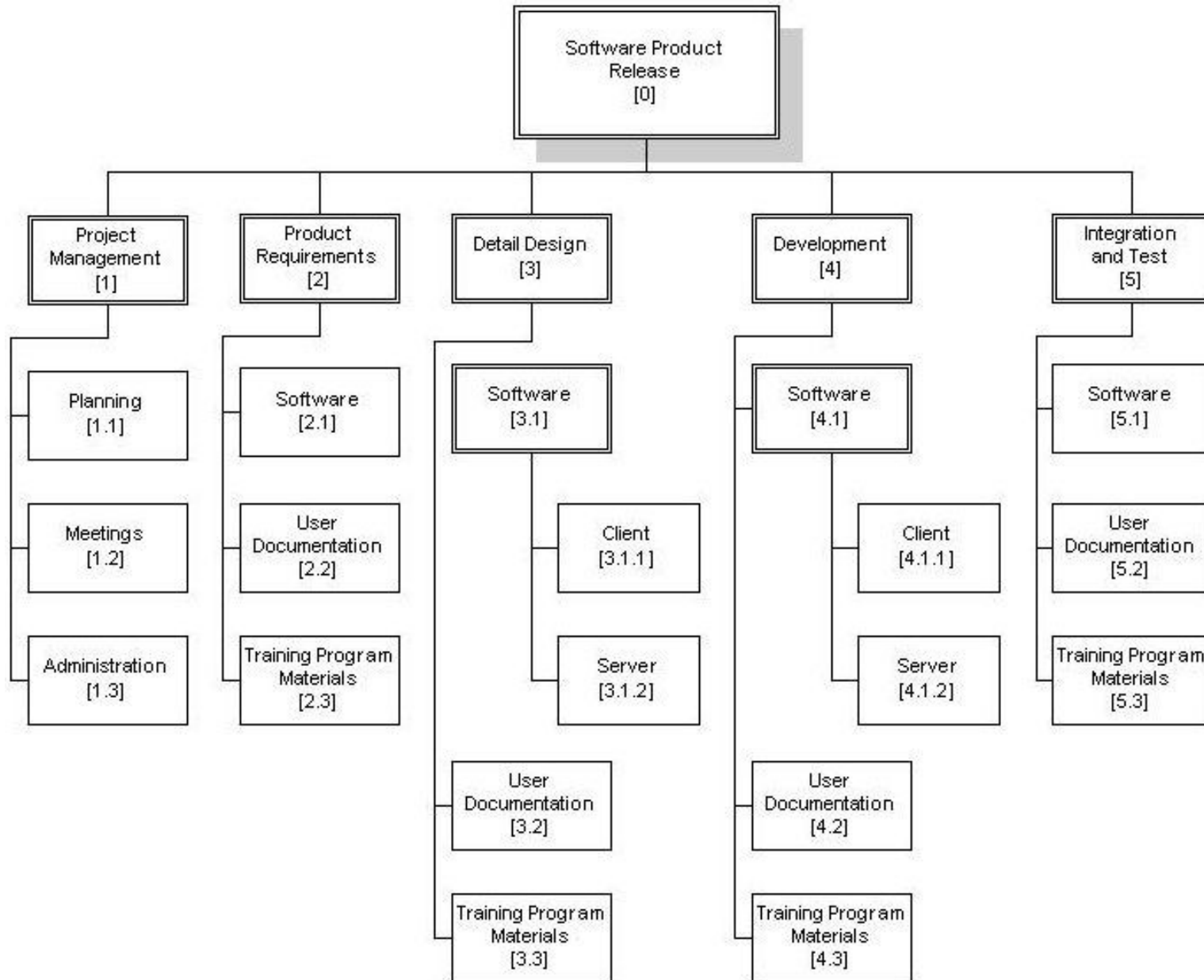
Project Scope Statement

- Initial project organization
- Initial identified risks
- Schedule milestones
- Fund limitation
- Cost estimate
- Project configuration management requirements
- Project specifications
- Approval requirements

Work Breakdown Structure

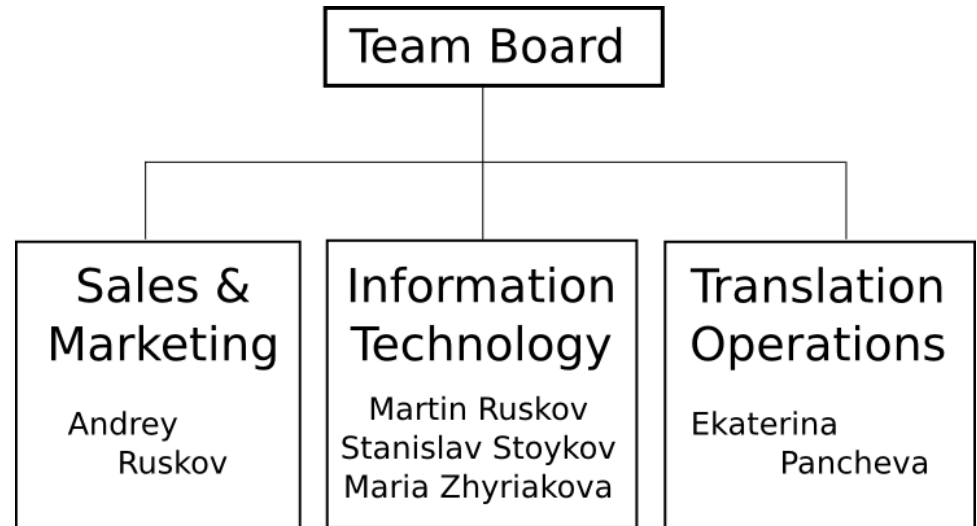
- A plan-tree diagram, representing the components of the work
- Decomposition makes planning and management easier
- Different approaches to build it:
 - top-down
 - bottom-up

Work Breakdown Structure



Other Breakdown Structures

- Product Breakdown Structure
- Organizational Chart



- Risk Breakdown Structure
- Resource Breakdown Structure

Description of Work

- A document with details about all elements of WBS. May include
 - Name and Identifier
 - Duration and Time constraints
 - Cost
 - Deliverables (if any)
 - Textual description
 - Responsible person or organization
 - Dependencies
 - Associated risks

Project Master Plan

- Overview
- Objectives
- General Approach
- Contractual Aspects
- Schedules
- Resource Requirements
- Personnel
- Evaluation Methods
- Potential Problems

Project Master Plan

- Overview
 - brief description of project
 - Deliverables
 - Milestones
 - expected profitability and competitive impact
 - intended for senior management
- Objectives
 - detailed description of project's deliverables
 - project mission statement

Project Master Plan

- General Approach
 - technical and managerial approaches
 - Relationship to other projects
 - deviations from standard practices
- Contractual Aspects
 - agreements with clients and third parties
 - reporting requirements
 - technical specifications
 - project review dates

Project Master Plan

- Schedules
 - outline of all schedules and milestones
- Resource Requirements
 - estimated project expenses
 - overhead and fixed charges
- Personnel
 - special skill requirements
 - necessary training
 - legal requirements

Project Master Plan

- Evaluation Methods
 - evaluation procedures and standards
 - procedures for monitoring, collecting, and storing data on project performance
- Potential Problems
 - list of likely potential problems