

# Project Management (BPM1313)

## Project Scope Management

by

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# Project Scope Management

- Aims
  - To lengthen the students knowledge about project scope management
  - To further extend the social, economical and environmental influences towards a project
- Expected Outcomes
  - To describe constituent processes under the project scope management
  - To analyze the interaction between constituent processes under project scope management
- Other related Information
  - PMBOK study guide
- References
  - Project Management Institute (PMI). Project Management Body of Knowledge (PMBOK Guide) 5th Edition.
  - Burke, R. 2007. *Introduction to Project Management*. Burke Publishing.
  - Kerzner, H. 2001. *Project Management: A System Approach to Planning, Scheduling and Controlling*. John Wiley & Sons, Inc.



# 6 Mistakes that Mess up a Project



# Project Scope Management

Includes the processes required to ensure that the project includes **all the work required and only the work required to complete the project successfully** *PMBOK 4<sup>th</sup> ed*



# Project Scope Management

- ❖ **Collect Requirements** – the process of defining and documenting stakeholder’s needs to meet the project objective
- ❖ **Define Scope** – the process of developing a detailed description of the project and product
- ❖ **Create WBS** – the process of subdividing project deliverables and project work into smaller, more manageable components



# Project Scope Management

- ❖ **Verify Scope** – the process of formalizing acceptance of the completed project deliverables
- ❖ **Control Scope** – the process of monitoring the status of the project and product scope and managing changes to the scope baseline





# Project Scope Management

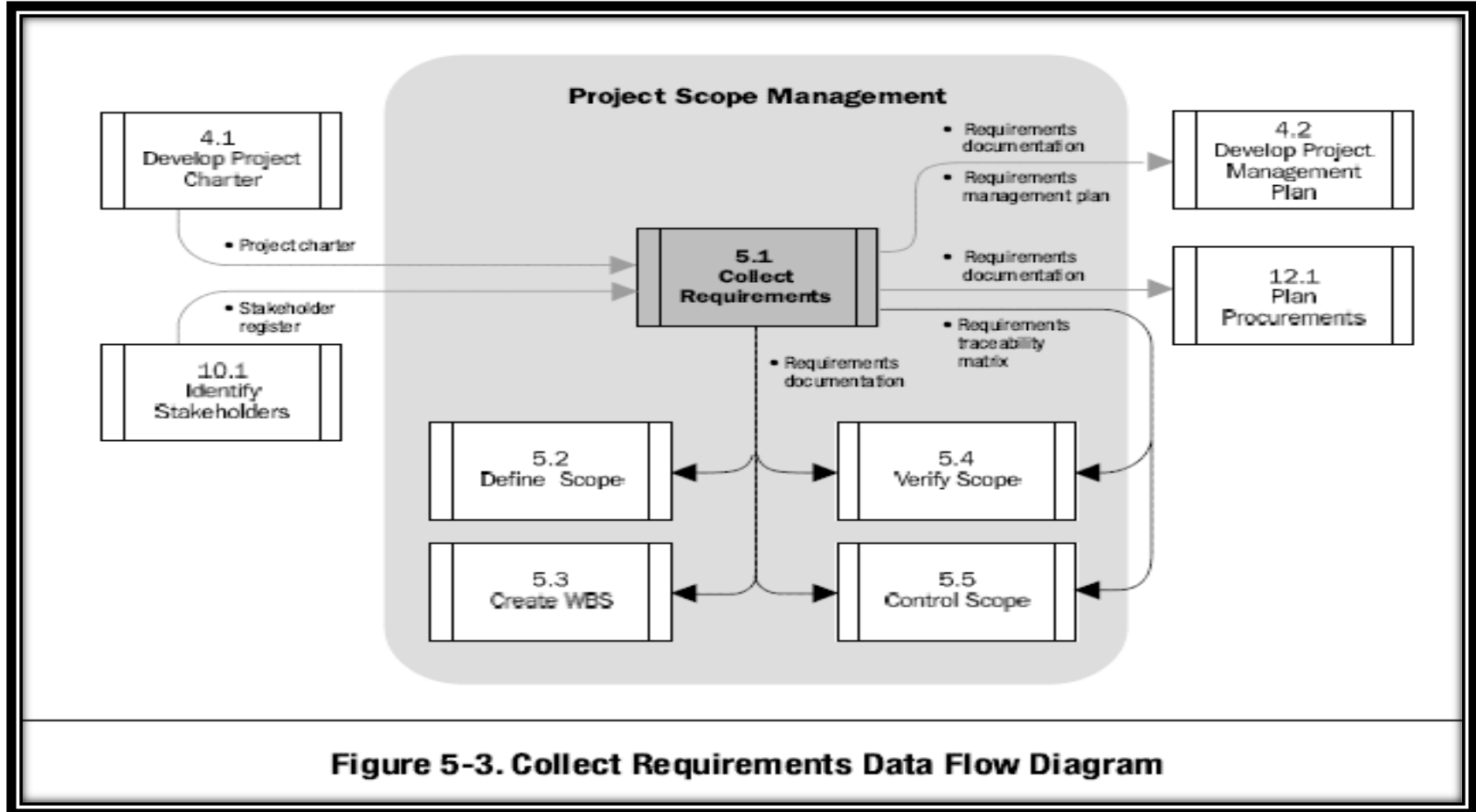


Figure 5-3. Collect Requirements Data Flow Diagram

Source: PMBOK 4<sup>th</sup> Ed



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# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ Interviews

- One on One conversation with stakeholders
- Adv: the SME and experienced project participants that can impart a lot of information in a short amount of time and typically have a good understanding of the features and functions needed from the project deliverables





# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ Focus Groups

- Conducted by trained moderator
- Picking the SME and stakeholders to participate in the focus group and to learn about their expectations and attitudes towards a proposed product, service or result



# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ **Facilitated Workshop**

- Focused sessions brings the key cross-functional stakeholders together to define product requirements
- Major technique for defining cross-functional requirements and reconciling stakeholder differences
- Benefit: Issues can be discovered and easily resolved



# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ Group Creativity Techniques

- Brainstorming
- Group Nominal
- The Delphi Technique
- Idea/Mind Mapping



# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ **Group Decision Making Techniques**

- Assessment process of multiple alternatives with an expected outcome in the form of future actions resolution. Used to generate, classify and prioritize product requirements
  - Unanimity
  - Majority
  - Plurality
  - Dictatorship



# Project Scope Management: Collect Requirements Tools and Techniques

## ❖ Another techniques

- Questionnaires and surveys
- Observations
- Prototypes



# Conclusion of The Chapter

- In conclusion, this chapter has described the usefulness of project scope management that should be considered during the project execution.



# References

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