

## Managing Project Scope

**Course Length: 2 days    Credits 1.4 CEUs / 14 PDUs**

### Course Description

This course will provide students with the skills and knowledge required to accurately define project scope, create a Work Breakdown Structure (WBS) that details all work components, and learn the elements involved in scope verification and scope control.

Scope planning is the most important phase in any project because effective scope planning ensures an understanding of the business case. It involves developing the scope management plan that will be the source of future business decisions, including the criteria to determine if the project is successful.

### Who Should Attend

This course is primarily designed for people who have project management responsibilities. It is also for project leaders or anyone who will be performing in those roles in the future.

### What You Will Achieve

- The creation of a Work Breakdown Structure (WBS), which is the backbone of the project plan.
- The creation of a scope management plan.
- The creation of a detailed project scope statement.
- Techniques to determine and verify key project deliverables.
- The ability to detect variances from the scope baseline and recommend corrective actions.

### What You Will Learn

- **Scope Planning** – Creating a project scope management plan that documents how the project scope will be defined, verified, and controlled, and how the WBS will be created and defined.
- **Scope Definition** – Developing a detailed project scope statement as the basis for future project decisions.
- **Create WBS** – Subdividing the major project deliverables and project work into smaller, more manageable components.
- **Scope Verification** – Formalizing acceptance of the completed project deliverables.
- **Scope Control** – Controlling changes to the project scope.

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## Agenda

### Day One

- Course Introduction
- Overview of Project Management Framework
- Overview of Project Scope Management
- Scope Planning
- Defining Project Scope

### Day Two

- Creating a Work Breakdown Structure (WBS)
- Verifying Project Scope
- Controlling Project Scope