



## **PROJECT SCOPE MANAGEMENT**

# DEFINE SCOPE

## Process by process group

Planning	Monitoring and Controlling
5.1 Plan Scope Management	5.5 Validate Scope
5.2 Collect Requirements	5.6 Control Scope
5.3 Define Scope	
5.4 Create WBS	

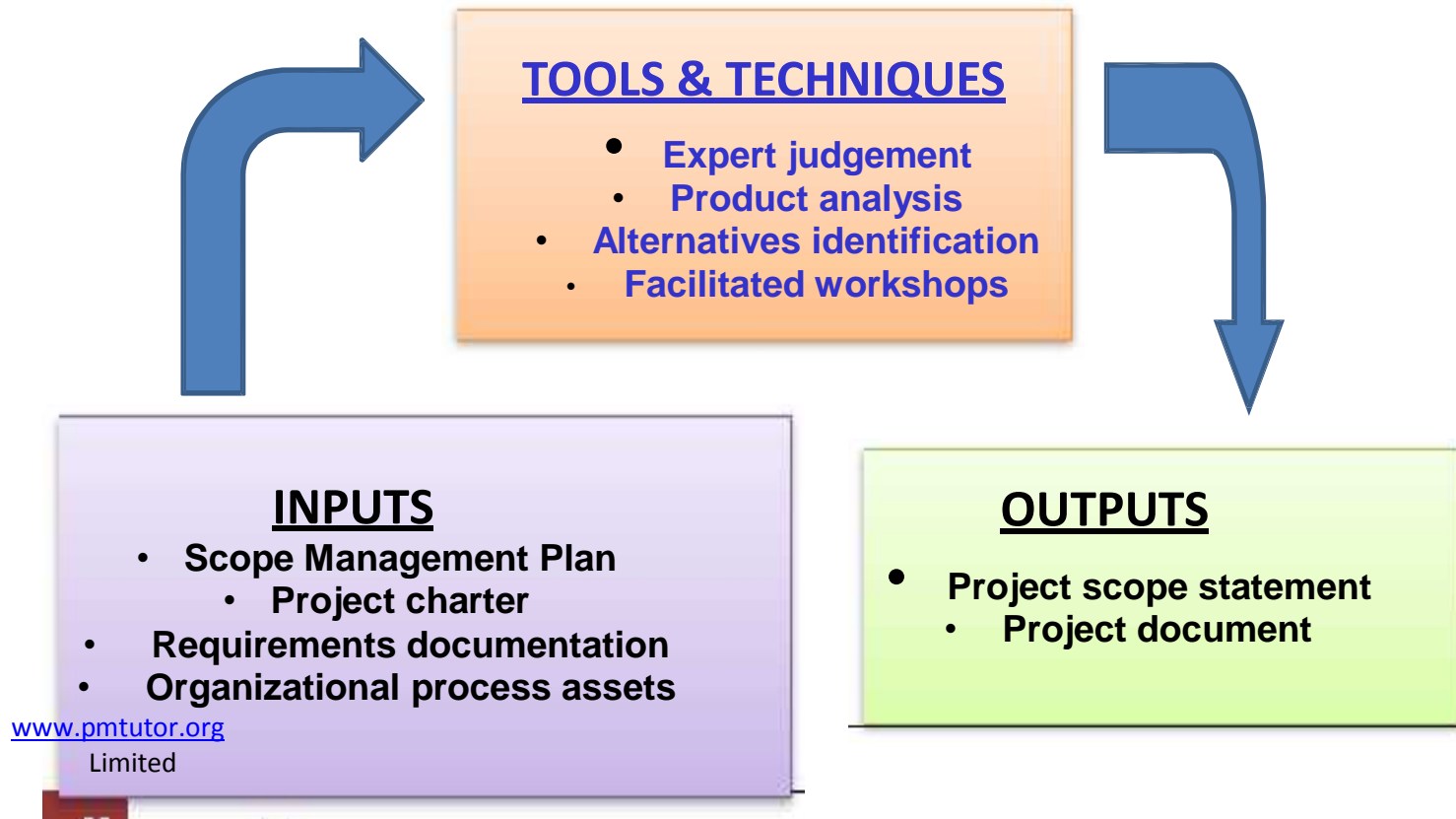


# DEFINE SCOPE

## What happens in Define Scope?

- Define Scope is the process of developing a detailed description of the project and product.
- The preparation of a detailed project scope statement is critical to project success and builds upon the major deliverables, assumptions, and constraints that are documented during project initiation.
- During planning, the project scope is defined and described with greater specificity as more information about the project is known.
- Existing risks, assumptions and constraints are analyzed for completeness

# DEFINE SCOPE



# DEFINE SCOPE - INPUTS

## INPUTS

- **Scope Management Plan**  
Described in section 5.1.3.1 of the PMBOK Guide
- **Project Charter**  
High-level project description and product characteristics
- **Requirements documentation**  
Described in Sec. 5.2.3.1 of PMBOK Guide
- **Organizational process Assets**

# DEFINE SCOPE – T & T

## TOOLS & TECHNIQUES

### Expert Judgment

- Expert judgment is often used to analyze the information needed to develop the project scope statement.

### Product Analysis

- Differs by application area (translates product objectives into tangible deliverables and requirements).
- Includes techniques such as product breakdown, systems analysis, systems engineering, value engineering, and value analysis.

# DEFINE SCOPE–T&T

## Alternatives Identification

- Technique used to generate different approaches to execute & perform project work.
- Common techniques are brainstorming (group shares impulse ideas & gains ideas from each other) & lateral thinking (consider several points of view)

## Facilitated Workshops

- Read Section 5.2.2.3 of the PMBOK Guide

# DEFINE SCOPE - OUTPUTS

## 1) Project Scope Statement

- It describes in detail the project deliverables & work required to create the deliverables.
- It defines what work will be performed & what work is excluded – determines how well the PM team can control the overall project scope – in turn can determine how well the PM team can plan, manage & control execution of the project
- It includes, either directly or by reference to other documents (must read page 123 of PMBOK thoroughly)



# DEFINE SCOPE - OUTPUTS

The detailed project scope statement includes, either directly, or by reference to other documents, the following:

- **Product scope description**

Progressively elaborated characteristics of project's product, service or result described in the project charter and requirements documentation.

- **Product acceptance criteria**

Process and criteria for accepting completed products

- **Project deliverables**

Product or service of the project, and supplementary results, such as project management reports & documentation

# DEFINE SCOPE - OUTPUTS

- **Project exclusions**

Generally identifies what is excluded as from the project (must state explicitly)

- **Project constraints**

- Restriction or limitation of the project scope that limit team's option e.g. pre-defined budget; imposed dates or schedule milestones etc.
- Projects performed under contract generally have contractual provisions

- **Project assumptions**

- Factors, that for planning purposes, are considered true, real or certain. -
- Generally involve a degree of risk

# DEFINE SCOPE - OUTPUTS

## 2) Project Document Updates

Documents that may be updated include, but not limited to:

- Stakeholder register
- Requirements documentation
- Requirements traceability matrix

# DEFINE SCOPE - OUTPUTS

## Question

**My company is researching on “clean energy on clean transportation”. As the Project Manager, which of the following is a valid assumption?**

- A. Project scope is to develop an alternative energy source or electric drive for Off-road vehicles.**
- B. Project has to be completed in 24 months**
- C. Cost of the project is \$ 17m**
- D. Gas will become a scarce commodity after 20 years**

# DEFINE SCOPE - OUTPUTS

## Answer: D

Assumptions are factors that are considered true, real or certain (PM needs to make assumptions at every stage of the project)

Constraints are limitations or restrictions. (Given in Project Charter)

**D is the only assumption; all the others are constraints.**