

## **MANAGING PROJECT SCOPE**

### *Seminar 124*

#### **Seminar Overview**

Successful project scope definition and management is the core of all projects. Discover the techniques for aligning the project with organizational objectives to generate senior management support. Create a Muda-Free Zone™ project scope statement that ensures you do the work right — the first time. Learn how to handle difficult stakeholders; including clients, senior managers, functional managers, and project support personnel. Reduce scope change by creating requirements that clients understand, that support organizational objectives, and that build quality into the project.

This seminar incorporates:

- Modern Adult Learning Theory
- Muda-Free Zone™<sup>2</sup> Technology
- PMBOK® Guide<sup>2</sup> Aligned
- Developed by PMP<sup>1</sup>s & AMA<sup>3</sup>-Certified Trainers

#### **Who Should Attend**

This seminar is designed for business analysts and senior managers who want to ensure projects support organizational objectives; PMO members who are responsible for project and program scope; experienced project managers looking take the next steps into senior-level project management, improve their capabilities in project scope management, program management, and portfolio management.

Successful attendees will have had basic project management training, including basic requirements writing and WBS training. A working knowledge and experience in requirements definition, WBS creation, and scope verification is required.

<b>Project Team</b>	<b>Management</b>	<b>Disciplines</b>
✓ Advanced Project Managers	✓ Senior Managers	✓ Technical
✓ Project Managers	✓ Business Analysts	✓ Non-Technical
Architects & Group Leaders	✓ PMO/Project Specialists	✓ Pharma/Biomed
Developers and Staff	Functional & Line Managers	✓ IT

#### **What's Covered**

- Goals Breakdown Structure
- Requirements Traceability
- Muda-Free Zone™ Scope Statements
- Project Alignment Techniques
- Techniques for Handling Difficult Stakeholders
- Formal and Informal Project Scope Definition
- Business Case Definition
- Prioritizing Project Objectives
- Book-Ending®

#### **Your Benefits**

- Do work right the first time
- Significantly reduce scope changes
- Obtain senior management buy-in on your project
- Ensure the client will be happy with the results
- Reduce stakeholder interference and sabotage
- Reduce overall project workload
- Reduce project manager's workload
- Reduce project risk and changes

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## **SEMINAR SYLLABUS**

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### *Day 1*

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#### **1. A Scope Management Framework**

We start the seminar by introducing the core concepts of project scope definition and management. These include the concepts of Muda-Free Zone™ technology, applicable standards, the project management life cycle, and core definitions. This creates our solid structure and framework for developing a sound scope management plan for even the most difficult projects.

- The Language of Project Scope
- The Problems Facing Successful Scope Management
- Applicable Standards and Models
- A Muda-Free Zone™ Scope Statement
- A Project Scope Framework and Life Cycle
- Process Flow of Project Scope Definition
- Products Created in Project Scope

#### **2. Building the Business Case**

A successfully-developed business case is critical to running a successful project. It is the business case that provides clear project direction, ensures the project will support organizational objectives, and senior management buy-in and support.

- The Goals of the Business Case
- Organizational Considerations
- Project Initiation
- Stakeholder Identification and Analysis
- Financial Justification
- Key Alignment Areas
- Risks and Assumptions
- Validating the Business Case
- Prioritizing Objectives
- Creating the Project Charter

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### *Day 2*

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#### **3. Developing Project Requirements**

Once our business case is established, we can create project requirements. In this module, we integrate Muda-Free Zone™ concepts into solid requirements development techniques to develop an efficient and successful project scope structure. We ensure support and success by discovering tools and techniques for handling difficult stakeholders.

- The Goals Breakdown Structure
- Requirements Traceability
- Successful Requirements Characteristics
- Validating the Project Requirements
- Handling Difficult Stakeholders

#### 4. Advanced WBS Concepts

Muda-Free Zone™ concepts, new innovations in project quality definition and work management practices combine to create the tools needed to imbed quality into the project work plan. The result: projects run faster and produce higher-quality results.

- The Deliverables-Based WBS
- Developing Product and Component Specifications
- The Work Package Dictionary
- The Muda-Free Zone™ Work and Quality Management Plans

#### 5. Scope Control and Verification

With our project scope statement well established, we're now ready to manage our project. Learn how to incorporate ownership, the work package dictionary, Muda-Free Zone™ concepts and our solid scope management plan to ensure successful project execution.

- Employing Ownership to Scope Management
- Doing Work Once, Right, the First Time
- Scope Change Management
- Customer Acceptance
- Stakeholder Acceptance
- Final Project Closure

### Seminar Logistics and Pricing

Prior to your seminar, Ally will conduct a phone Training Assessment Meeting (TAM). This meeting will review the seminar content to ensure you get the most out of your training experience. Ally can adjust seminar content and materials to meet specific needs, usually at no extra cost.

Duration: <b>2 Days</b>	Prerequisites: <b>Basic PM and Scope Mgt<sup>a</sup></b>
Max Attendees: <b>20</b>	PDUs: <b>12</b>
<p>All Ally seminar fees include travel for the seminar leader inside the continental US, attendee's seminar materials, TAM, and most customizing. Client is responsible for room, chairs and tables; snacks; audio/video equipment; flip-chart stands and pads as required. Allibus corporation is not a PMI registered provider, however this seminar is eligible for PDUs. Enter your PDUs under category 4. Ally will provide proper documentation upon successful seminar completion.</p>	

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1. PMBOK Guide, PMI, PDU, and PMP are registered trademarks of the Project Management Institute.
2. Muda-Free Zone is a trademark of Allibus Corporation
3. AMA is the American Management Association, International

