

**1. Name of Course:**

BMGX 3013 Project Scope Management

**2. Number of Clock Hours: 7****3. Course Description:**

One of the elements of the Triple Constraint, Scope Management is crucial to maintaining satisfied project stakeholders. Establishing and controlling project scope is a key element for project completion and success. This course is designed to provide proven effective principles and processes for defining, controlling, and finalizing project scope with particular focus on WBS, the state of the art techniques involved with creating a WBS, and giving your company a competitive advantage. It is recommended to take Schedule Management and Cost Management in conjunction with Scope Management as part of the Triple Constraint Series.

**4. Prerequisites**

This course is intended for practicing project managers. It qualifies for ongoing PDUs for certified PMI Project management Professionals (PMP).

**5. Course Learning Objectives:**

1. Identify the key stakeholders that can influence scope.
2. Describe the basic principles involved in defining scope.
3. Describe the importance and role of the WBS in project success.
4. Utilize the best practices in creating the WBS on real projects.

**6. Rationale:**

- In a survey conducted by the ACC High Technology Institute, 86% of respondents listed project management skills as important for career advancement.
- Organizations benefit by having employees that can successfully manage more complex projects and have better risk identification and response procedures.

**7. Required Materials:** None. Supplied by instructor.

**8. Evaluation**

A completion certificate worth 0.7 continuing education units (CEUs) will be awarded for successful completion. 0.7 CEU's are equivalent to 7 PMI Professional Development Units (PDU's).

Students are expected to arrive on time, stay for the entire class period, and actively participate in class by asking questions and sharing personal experiences. Any student counted as missing more than 1 hour of class will not receive a completion certificate. There will be a break about half way through the class time.

**9. Course Outline**

1. Introduction: elements of project success
  - a. Define scope

- b. Identify key stakeholders
  - c. The right WBS
- 2. Scope Definition:
  - a. Defining scope
  - b. Managing changes to scope
  - c. Role of the Sponsor
- 3. Key Stakeholders:
  - a. Identifying the key stakeholders
  - b. Working with key stakeholders
  - c. Secondary stakeholders and how to manage them
- 4. WBS:
  - a. Process for creating WBS
  - b. Real world techniques
  - c. Competitive advantage
  - d. Reference Material

**10. Target Audience:**

- All project professionals
- All managers and leaders
- All company employees

**11. PDU Information:**

Program Number: 2020-BMGX3013; Category: 3; Number of PDUs: 7