

Project Scope Management

April 22 – 23, 2013

Department of Conservation
Training Building Conference Room
2901 W Truman Blvd, Jefferson City
Investment: \$250.00 per person



Course Description:

This **2-day course** will use discussion, case studies and group activities to focus participants on successful ways to control project scope. Organizations struggle with projects due to ineffective scope development and tracking. This course will provide the tools and strategies needed to detail the scope, and deliverables of a project, as well as how to handle changes to the scope. Participants will also receive information on project life cycle, project definition, project baselines, and using the work breakdown structure.

The course will follow one or more of Project Management Institute's nine knowledge areas of PMBOK® Guide.

Course Objectives:

Objective 1: Creating scope requirements for a project

- Discuss how to interview the client
- Describe how to define the work

Objective 2: Creating a Work Breakdown Structure

- Examine characteristics of a milestone
- Examine scheduling issues
- Discuss scheduling for individual and multiple projects
- Explore development of a critical path
- Examine scheduling changes and adjustments
- Discuss how to control the schedule

Objective 3: Assemble brainstorming and planning meetings

- Learn how to create a modified code of conduct for running an empowered team

Objective 4: Examine forms in scheduling a project and possible scheduling issues

- Discuss how to track multiple projects

Objective 5: Evaluate a real time line

- Evaluate why time calculations are wrong

Objective 6: Analyze strengths and weaknesses of a Gantt chart

- Define the critical path
- Evaluate the strengths and weaknesses of a critical path
- Discuss how to handle delays and the effects of a late start

Objective 7: Examine steps in creating a project budget and developing a master budget control process

- Discuss implementation of a project plan

Register online for this program at: www.training.oa.mo.gov