



BRENTWOOD
OPEN LEARNING COLLEGE

Assignment Cover Sheet

Student Name:	Nicola Singlewood
Student Number:	32523
Course:	Certificate in Project Management Level 3
Assignment NO:	3

Marking Criteria:

We expect the learners to write minimum one well expressed point in three lines against each allocated mark. This means one needs to write 15 lines with 5 well expressed points to get high grades for a 5 marks question.

For high grades use examples and illustrations where appropriate.

Student Statement:

By submitting this assignment, I confirm that this is my own work.

Student Signature		Date	1/10/19
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For Tutor / Assessor Use Only

Total Marks	
Marks Obtained	
Percentage / Grade	

UNIT 3

PROJECT SCOPE MANAGEMENT

1. What is a Project Scope?

Project scope is one of the first and most important step in Project Management. The other steps would be defined and derived only after Project scope is defined. Project scope refers, defining project boundaries by listing the features and concluding the set of project deliverables.

Project scope comes under project planning. It aims at documentation of specific project objectives, tasks, budget and deadlines.

A clear project scope statement will help the project manager to manage the expectations of clients and stakeholders and to avoid common problems seen in projects such as;

- The final product/service/process is not what the client wanted or expected
- The requirements are constantly changing throughout the project.
- Well into the project the requirements need a major re-think
- Project costs are getting out of hand
- The project is behind schedule.

It is essential to have a good project scope statement- how much detail it contains will depend on the type of project, but the following items should be included;

- Business case- why the project is required and what benefits are expected to be delivered or what problem will be solved.
- Project description- An overview of the project's final deliverable.
- Success criteria- the key elements that will constitute a successful project as agreed with the client and stakeholders in advance.
- Limitations- these could be related to resources or be some technology limitation that could affect the end product.
- Assumptions- documented assumptions that have been made and will affect the final outcome.

2. Which activities are included in project scope management?

There are three processes of Project scope management;

- Planning
The planning process is when an attempt is made to capture and define the work that needs to be done. It is important to invest time in the planning stage to reduce time and having to rework.
- Controlling
The controlling and monitoring processes focus on documenting tracking, scope creep, tracking and disapproving/approving project changes
- Closing

The final step closing includes reviewing the outcome of the project deliverables against the original plan

Steps in the project scope are;

1. Collection of requirements- deciding what needs to be done is more difficult than actually getting it done. Requirement gathering, and analysis is the first and most important step of the project scope management.
2. Scope creep- an organisation can only survive if it delivers value for money when it delivers an additional value to its customers. Project managers need to understand what the scope creep is and how it will impact the project. Scope creep is the gradual, uncontrolled increase in scope of a project.
3. Gold plating- which is basically providing more than is initially asked for at no additional cost. This may increase the expectations of the customer who would then expect the same on the next project. A project manager needs to control and potentially avoid this.
4. Define scope- this is the process of developing a detailed description of the project and product. To define the scope, the following things have to be identified from the requirement documentation;
 - project objectives
 - Goal
 - Sub-phases
 - Tasks
 - Resources
 - Budget
 - Schedule
5. Scope statement- this is a statement which describes in detail, the project's deliverables and the work required to create those deliverables.
6. Work Breakdown Structure (WBS)- This is all about breaking down the project deliverables and project work into manageable components that can be effectively managed and supervised.
7. Validating Scope- reviewing deliverables with the customer or sponsor so that they are completely satisfied and obtain formal acceptance. Frequent planned meetings have to be organised as part of this phase to ensure the satisfactory level of service to the customer.

3. What is the difference between project scope and product scope?

Project scope vs Product Scope

Project Scope;

- Includes all the work required to deliver the required product, service or results (collectively known as “deliverables”).

- Is about the project including all the processes that will be used to deliver the product.
- Involves the requirements of the product as well as the methods involved.
- Documented in the Project Scope Statement of work detailing the results of the project as well as the constraints and assumptions.

Product Scope:

- Includes the features and functions of the required product, service or result from the project.
- Is about the product itself and no more.
- Describes how the product will look like, how it will work and the results it will deliver.

Put in simple terms- the Product Scope is what is wanted, and the Project Scope is how this is going to be achieved.

