

# € TRAINING

## Project Scope and Requirements Management





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## Introduction:

The Project Scope and Requirements Management program teaches participants to define, manage, and control project scope and requirements effectively. It covers essential processes and techniques for aligning stakeholder needs with project objectives. Participants learn strategies for maintaining scope integrity and minimizing scope-related risks.

## Program Objectives:

At the end of this program the participants will be able to:

- Understand the benefits of good project cost control for successful project outcomes.
- Use best practices to minimize costs and negative impacts.
- Describe a typical project cost management lifecycle and its significance.
- Explain the key steps required to improve project estimates, budgeting, and cost baselining.
- Specify key quantitative measures for determining project performance using Earned Value Management EVM.
- Learn about estimating cost techniques, including the Work Breakdown Structure and risk management considerations.

## Targeted Audience:

- Project Managers.
- Members of Project Offices.
- Project Sponsors.

## Program Outlines:

### Unit 1:

#### Overview of Project Management:

- Basic Project Management definitions.
- The project management processes.

- Project phases and life cycles.
- Typical project terminology.
- Setting up for success.
- The project cost management processes - estimate costs, determine a budget, and control costs.

## Unit 2:

### Developing The Project Schedule - Estimating Cost:

- Understanding project management inputs to estimating the cost.
- Creating the work breakdown structure WBS.
- Work Packages as building blocks.
- Estimation techniques.
- Optimizing the schedule.
- Estimating the overall project cost.

## Unit 3:

### Developing The Project Budget - Determining Budget:

- Understanding project management inputs to determining the budget.
- Estimating personnel, materials, and equipment costing including overheads Cost aggregation.
- Considering the risk management process, risk response planning, and risk reserves.
- Estimating Risk Response costs, and Reserve or Contingency cost.
- The S-Curve for risk and cost.

## Unit 4:

### Utilising Control Accounts and Effectively Controlling Project Costs:

- Control Accounts and the Control Account Plan CAP.
- Understanding what measures are required.
- Change Control processes and re-baselining the cost performance baseline.
- Understanding project management inputs to controlling costs.

- Identifying and managing hours worked.
- Tracking costs.

## Unit 5:

### Project Performance Measurement, Interpreting, and Reporting EVM Results:

- What is Earned Value Management EVM?
- What are the main measures used for EVM?
- Analyzing results - variances, performance indices, and forecasting.
- Interpreting results and considering options to redress unacceptable variances.
- Forecasting and developing response plans.
- Reporting EVM to senior management and customers.