

## Scope, Time, and Cost: The Core of Project Management

This course delivers practical, hands-on training in how to manage scope, schedule, and budget in Waterfall (Predictive) and, where applicable, Agile projects. Participants discuss critical pre-project analysis, examine the development of effective requirements, and then proceed to the establishment of project plans and baselines for scope, schedule, and cost. The techniques covered support budget accuracy, control over budget and schedule, cost and time forecasting, the management of risk exposure, the prevention of scope creep and, ultimately, implementation techniques that support the realization of post-project value. Topics include:

- How project management prevents cost overruns and delays
- Setting boundaries with a project charter
- How to develop useful estimates
- Requirements development and management
- Establishing a scope baseline
- Building a project schedule
- Project procurement
- How to create a project budget
- The project performance baseline
- Reporting progress, status, and forecasts
- How to manage the cost and time impact of risk
- How change control protects time and cost objectives
- How an effective Transition can enhance Business Value

### Who should attend

This course is of immediate value to Product Owners, Project Managers, Portfolio Managers, Budget Analysts, Project Estimators, Functional Managers, PMO/COE Directors, Product Development Director, Senior Managers, Acquisition/Procurement Officials, and Business Managers with project responsibility.

### Course Information

- **Course ID:** 2050
  - **Duration:** 3 days
  - **Participants receive:**
    - PMP<sup>®</sup>-certified instructor
    - Participant Guide
    - 21 PDUs (Technical: 17 Leadership: 4 Strategic: 0)
    - Certificate of Participation
    - Project Management templates
- Typical class size:** 6 to 20 attendees  
**Delivery:** Virtual or onsite

### Why should I take this course?

- If you are experiencing difficulties defining and managing project budgets and schedules, the material in this course will give you an understanding of steps you can take to gain control.
- You have the option of using your own, ongoing project as the focus of class exercises. As a result, not only do you gain experience with the tools, but you also learn more about your project.
- All participants take home a set of tools and techniques to help them deal with the many aspects of project scope control, scheduling and budgeting.
- Take this course and learn how to avoid the scheduling and budgeting problems that business managers most often encounter in their projects.

### Licensing

**Use this course to teach your students!** This course is available under license to qualified Training Providers. See: <http://www.cvr-it.com/coursewareondemand/> for details or contact us: **800.877.8129** or **info@cvr-it.com**

## Course Outline

### **I. Introduction**

- Definition of project
- Keeping projects in balance
- Agile versus Waterfall
- Scope and Time in Waterfall and Agile
- Project Success

### **II. Project Initiation**

- Business Case
- Project Charter / Agile Vision Document
- Business and project objectives
- Preliminary scope boundaries
- Preliminary time / cost estimates
- Estimation techniques - PERT
- High level risk assessment
- Stakeholder engagement
- Initiation deliverables

### **III. Project Planning: Scope**

- Definition of Scope
- Requirements development
- Work Breakdown Structure (WBS)
- Scope Statement and the WBS Dictionary
- Scope baseline
- Impact of scope planning on schedule and budget

### **IV. Project Planning: Schedule**

- Schedule development in Waterfall
- Project network diagram
- Resource planning
- Critical Path and float
- Schedule baseline
- Scheduling in Agile

### **V. Project Planning: Budget**

- Project Budget
- Sources of project cost

- Budget and Cost concepts
- Time Phased Budget
- Project Funding Curve
- Tracking cost
- Controlling cost

### **VI. Project Planning: Procurement**

- Planning procurement
- Bid solicitation
- Vendor search and selection
- Working with contracts
- Procurement pitfalls
- Impact of procurement on budget

### **VII. Project Planning: Risk**

- Definition of risk
- Work of risk management
- Sources of risk
- Tools for risk identification
- Evaluating threats
- Risk responses
- Risk reserves and the risk budget

### **VIII. Project Monitoring and Change Control**

- Sources of change
- Foundation for change control
- Controlling the scope baseline
- The work of change control
- Change control tools and process
- Benefits of effective change control

### **IX. Project Execution: Status Reporting / EVM; Transition**

- Status reporting and reporting tools
- Earned Value Management (EVM)
- Project Performance Baseline
- Reporting status and forecasting
- Transition supports Value Realization

## Learning Approach

- A highly experienced instructor will use interactive lecture format, over 30 hands-on exercises and group discussions, and other techniques to drive home the essential points of this material.
- If you have modest project budgeting knowledge, you will find that the clarity of the material and direct presentation style of the instructor will make the subject matter easy to understand.