Project Scope and Risk Management

Course Summary

Description

IT projects are some of the riskiest projects executed today, and defining “What you need to do” is the toughest part of any project. That is why the project charter and project scope are so important. Together, they set the tone for the entire project. IT experiences less than a 27% success rate on meeting the original scope of a project. Project Scope and Risk Management provides the basics for defining and managing the scope of an IT project and minimizing the risks associated with it. Through discussion, workshops and real world examples, participants learn how to create the tools they need to manage projects effectively and implement strategies to minimize project risk.

Objectives

At the completion of this course, students will be able to:

- Properly define a project including project charter, scope definition, objectives and deliverables
- Develop scope change management procedures
- Identify project risk components and triggers
- Develop risk response plans
- Understand the impact of risk to customers and develop methods to identify their risk tolerance

Topics

- Scope Management Overview
- Initiating and Defining the Project
- Verifying the Project Scope
- Scope Control
- Risk Management Overview
- Risk Planning

Audience

This course is designed for project managers in the Information Technology industry need to become better project managers.

Prerequisites

There are no prerequisites for this course.

Duration

One and ½ Days

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Course Outline

I. Scope Management Overview
- A. Scope management and the Project Management Lifecycle
- B. Scope management and the System Development Lifecycle

II. Initiating and Defining the Project
- A. Developing a project charter
- B. Needs analysis
- C. Typical pitfalls in IT projects
- D. Creating a manageable scope document

III. Verifying the Project Scope
- A. Conducting a Work Breakdown Structure Session
- B. Facilitation skills for the project manager

IV. Scope Control
- A. Scope change management plan
- B. Controlling project changes

V. Risk Management Overview
- A. Basic risk management concepts
- B. Risk management in the Project Management Lifecycle
- C. The role of the project manager in risk management

VI. Risk Planning
- A. Techniques to help identify risks
- B. Typical risks on IT projects
- C. Assessing the impact of risks to your project
- D. Applying the KISS principle to risk planning
- E. Response planning
- F. Risk monitoring and control

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