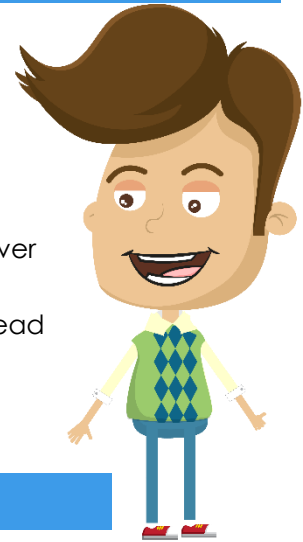# Guide To PM City

Scope Management Neighborhood

Your assistant on your journey to becoming a PMP

WELCOME TO PM CITY

Congratulations for embarking on the amazing and challenging journey to PM City. You are in good hands. The Crowd Training has designed and developed a course and a guide that aims to make your travels as productive and as effective as possible.

I am your Tour Guide, PM Guy. I will be with you throughout your journey. In some areas, you may see me. In most areas, you will hear my voice. If you ever need to reach me or have questions, use the comment box in the course module you are currently visiting. This way others with similar questions can read my response and enter their own thoughts and comments.
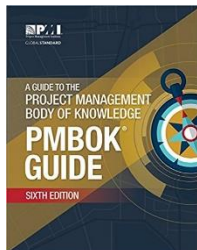
USING THE GUIDE

Use this guide to enhance your learning experience and rate of success. Neuropsychological research has shown that the act of writing something down as you are taking in new content helps build lasting connections in your brain. When you only listening passively, you engage with the content in the parts of your brain responsible for listening and auditory sensing. By writing things down, you engage more parts of your brain. Add the act of interacting with The Crowd Training content, you build more connections and involve more learning styles. And if you think about your learning and make connections to your work experience and what your project management work may look like in some other industry or company, then you are making even more connections – that's referred to as metacognition.

Make the learning stick. Use this guide as you progress. Make it your own. The resource is for you. Highlight. Draw pictures. Write as much or as little as you want. Whatever works for you. Space is designated for each knowledge area, process, input, tool and technique, output, and extensions.

The guide is arranged to correspond to the content in the module. You may go in any order. You are not required to follow the course as it is laid out here in the guide.

The guide aligns with the Guide to the Project Management Body of Knowledge (PMBoK®) 6th edition. It is highly recommended that you possess a copy of the PMBoK® 6th edition – either in digital form or print. If you join PMI as a member, you receive a PDF digital copy that you may print out. Although, at over 750 pages, that is a lot to print. You can purchase a hard copy for around $50 - $80. Or you can elect to reference only the PDF version.

If you have suggestions on how The Crowd Training can make this guide even better, don't hesitate to tell us. Email us at surfer@mycrowdtraining.com

SCOPE MANAGEMENT

Scope Management

Project Scope Management is about the work. The effort required. What work needs to be done in order to meet the project and product needs is the essence of scope management.

In this module, think about the efforts you and your project team members must perform to meet project objectives and build products, services, and/or results. What are the requirements? What must be done compared to what could or should be done?

☐ About Scope Management knowledge area

☐ Tailoring considerations

☐ Trends

PLAN SCOPE MANAGEMENT

☐ About the process

☐ Inputs

▪ Project management plan

▪ Project charter

▪ Enterprise environmental factors

- ▪ Organizational process assets

- ☐ Tools

  - ▪ Expert judgment

  - ▪ Data analysis

  - ▪ Meetings

- ☐ Outputs

  - ▪ Scope management plan

  - ▪ Requirements management plan

- ☐ Agile considerations

- ☐ Additional notes

COLLECT REQUIREMENTS

- ☐ About the process

- ☐ Inputs

- Project charter

- Project management plan

- Project documents

- Business documents (Business case)

- Agreements

- Enterprise environmental factors

- Organizational process assets

- ☐ Tools

  - Expert judgment

  - Data gathering

  - Data analysis

  - Decision making

- Data representation

- Prototypes

- Interpersonal and team skills

- Context diagram

☐ Outputs

- Requirements documentation

- Requirements traceability matrix

☐ Agile considerations

☐ Additional notes

DEFINE SCOPE

☐ About the process

☐ Inputs

- Project charter

- Project management plan

- Project documents

- Enterprise environmental factors

- Organizational process assets

☐ Tools

- Expert judgment

- Data analysis

- Decision making

- Interpersonal and team skills

- Product analysis

☐ Outputs

- Project scope statement

- Project document updates

- Agile considerations

- Additional notes

CREATE WBS

- About the process

- Inputs

  - Project management plan

  - Project documents

  - Enterprise environmental factors

  - Organizational process assets

- Tools

  - Expert judgment

  - Decomposition

☐ Outputs

- Scope baseline

- Project document updates

☐ Agile considerations

☐ Additional notes

VALIDATE SCOPE

☐ About the process

☐ Inputs

- Project management plan

- Project documents

- Verified deliverables

- Work performance data

☐ Tools

- Inspection

- Decision making

☐ Outputs

- Accepted deliverables

- Work performance information

- Change requests

- Project document updates

☐ Agile considerations

☐ Additional notes

CONTROL SCOPE

☐ About the process

☐ Inputs

- Project management plan

- Project documents

- Work performance data

- Organizational process assets

☐ Tools

- Data analysis

☐ Outputs

- Work performance information

- Change requests

- Project management plan updates

- Project document updates

☐ Agile considerations

END OF MODULE

If you have comments to share with your fellow PMP Citizens, please enter them in the comment sections of the knowledge area. You can use the comment section also to ask questions and provide answers. Don't forget to try the practice exam questions and play review games