



Project Scope and Risk Management Course Outline

PDU=14

Objectives

- 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
- Develop risk response and contingency plans based on the Impact and Probability of the risk
- Learn how to adjust the schedule and budget based on risk responses
- Using the Risk Register to manage and control risk throughout the project.

Audience

- Professionals seeking advancement in their Business Analysis career
- New Project Managers
- Experienced Project Managers looking to update their skills
- Project team members
- Managers interested in learning about Project Management

Prerequisites

- None

Course 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.

Duration

2 Days

Agenda

- **Overview**
 - What are the benefits of management?
- **Initiate**
 - Project Selection
 - Project Charter Development
- **Plan**
 - Understanding the project goals
 - Scope development
 - Create a project scope statement with goals, objectives and deliverables
 - Scope Verification using a Work Breakdown Structure
 - Change management plan
- **Execution/Control/Close**
 - Scope control
 - Scope Creep



- Process for project changes
- **Risk Management**
- **Overview**
 - What is Risk Management?
 - What are the benefits of Risk Management?
- **Initiate**
 - Risk Management Planning using the KISS method
- **Plan**
 - Risk Identification
 - Preferred techniques for risk identification
 - Simple Risk Qualification and Quantification
 - Understand Probability and Impact of risk
 - Developing a Risk Response Plan
 - Impacts to the Schedule and Budget based on response type
- **Execution/Control/Close**
 - Monitoring and controlling risk
 - Using risk triggers and your watch list
- **Templates**
 - Project Charter
 - Scope Statement
 - Assumptions and Constraints Log
 - Issues Log
 - Change Management Plan
 - Project Change Log
 - Risk Register