

PROJECT SCOPE AND REQUIREMENTS MANAGEMENT

Manage project stakeholders and requirements to deliver satisfying solutions to the customer.

Seminar #6586

Overview

Weaknesses and flaws in the scope definition process—including poor stakeholder analysis and project management—can easily lead to costly and unnecessary project failures. Gathering requirements, managing scope and meeting customer expectations are a major part of a project manager's work. Learn how to achieve project success by mastering scope control.

Schedule

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- [Explore AMA's other offerings.](#)
- Call 1-877-566-9441 to speak to a sales representative about bringing this or a similar seminar to your workplace.
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How You Will Benefit

- Gain the tools, techniques and templates to manage project scope and requirements
- Identify project stakeholders and involve them in documenting their product or process requirements
- Get commitment on deliverables, schedules and resources
- Manage changes to the project scope and define the "known unknowns"
- Gain early agreement on project scope to avoid scope creep—OR anticipate and manage risks
- Achieve increased customer satisfaction with project deliverables and effective execution of projects

What You Will Cover

- Why scope management is critical to project success
- Setting high-level business objectives, requirements, gathering techniques and constraints
- Analyzing the expected cost/benefit to the organization and customer
- User needs analysis for developing preliminary requirements
- Project scope planning and verification
- Developing the work breakdown structure
- Converting requirements into product specs
- Project scope control and change management
- Project closure: gaining acceptance from the stakeholders and the customer

Who Should Attend

Project and program managers, directors and sponsors, as well as PMO managers, team leaders and business analysts. Attendees should have formal basic PM training.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
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