
Overview

This standard is about monitoring and controlling the project scope. The project scope represents the deliverables and the boundaries of the work.

You will need to work with stakeholders and confirm they are clear about project scope. You will also need to keep the project within the agreed project scope and use the appropriate procedures where changes to scope are required.

Project Management National Occupational Standards (PMNOS) are based on the following project management lifecycle:

- A Establish and lead the project team, and work with stakeholders
- B Define and initiate the project
- C Develop the project management plan
- D Deliver the project
- E Close and review the project

This standard is part of area D 'Deliver the project'.

ECIPMD1

Monitor and control project scope

Performance criteria

- You must be able to:*
- P1 verify the **project scope**
 - P2 confirm that **stakeholders** are clear about the project scope
 - P3 monitor the project and ensure that it is within the agreed project scope
 - P4 where changes to the project scope are required, ensure that the appropriate procedures are implemented
 - P5 keep documentation relating to project scope clear and up to date

ECIPMD1

Monitor and control project scope

Knowledge and understanding

You need to know and understand:

- K1 the context of the project
- K2 relevant legislative, regulatory and organisational requirements
- K3 the agreed project scope
- K4 how to manage stakeholder expectations
- K5 the meaning of project scope
- K6 how to manage project scope and why it is important to do so
- K7 the change control process
- K8 the impact that change can have on schedule, resources and budgetary items
- K9 the configuration management process
- K10 how to communicate changes to project scope to stakeholders

Additional Information

Scope/Range

Stakeholders:

- 1 Sponsors
- 2 Clients or customers
- 3 Relevant groups/individuals interested in the project
- 4 Relevant groups/individuals affected by the project
- 5 Relevant groups/individuals who might affect the project

Project scope:

- 1 Outcomes
- 2 Outputs
- 3 Benefits

Glossary

Benefit

The quantifiable and measurable improvement resulting from completion of project deliverables that is perceived as positive by a stakeholder. It will normally have a tangible value, expressed in monetary terms that will justify the investment.

Budget

The agreed cost of the project or a quantification of resources needed to achieve an activity by a set time, within which the activity owners are required to work.

Configuration management

Configuration management encompasses the administrative activities concerned with the creation, maintenance, controlled change and quality control of the scope of work.

Control

Control comprises tracking performance against agreed plans and taking the corrective action required to meet defined objectives.

Context of the project

This phrase appears in the knowledge and understanding of the National Occupational Standards (NOS) and relates to the wider context of the project that the individual will need to know about, such as the project environment, the relationship to a wider programme of work and how the project fits with organisational strategies.

The sector in which the project manager works (e.g. software development, construction, manufacturing or process industries) will have its own specific context and this phrase is intended to convey this meaning.

Life cycle

A life cycle defines the inter-related phases of a project and provides a structure for governing the progression of work.

Outcome

The changed circumstances or behaviour that results from the use of an output.

Outputs

The tangible or intangible product typically delivered by a project.

Project

A unique, transient endeavour undertaken to achieve planned objectives.

Project schedule

The project schedule shows how project activities and milestones are planned over a period of time. It is often shown as a milestone chart, Gantt or other bar chart, or as a tabular listing of dates.

Project scope

The project scope is the sum of work content of a project.

Scope management

Scope management is the process whereby outputs, outcomes and benefits are identified, defined and controlled.

Stakeholders

Project stakeholders may be internal or external to the organisation and include sponsors, clients, customers and all relevant groups/individuals with a relation to the project.

ECIPMD1

Monitor and control project scope

Developed by Engineering Construction Industry Training Board

Version number 01

Date approved July 2012

Indicative review date July 2016

Validity Current

Status Original

Originating organisation Engineering Construction Industry Training Board

Original URN ECIPMD1

Relevant occupations Project Manager; Senior Project Manager; Team Project Manager; Project/Implementation Manager

Suite Project Management

Key words Project management, project manager, project scope, scope management
