
Overview

This standard is about determining project scope. The project scope is the sum of the content of a project.

You will need to collect and analyse information and work with stakeholders to agree project scope. You will also need to document and baseline the project scope.

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 B 'Define and initiate the project'.

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Determine project scope

Performance criteria

- You must be able to:*
- P1 collect and analyse sufficient information to help determine the **project scope**
 - P2 work with relevant **stakeholders** to determine and agree the project scope
 - P3 accurately document and baseline the project scope
 - P4 clearly communicate the project scope to stakeholders

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Knowledge and understanding

You need to know and understand:

- K1 the context of the project
- K2 relevant legislative, regulatory and organisational requirements
- K3 the meaning of project scope
- K4 how to determine project scope
- K5 sources of information to help determine project scope and how to analyse such information
- K6 the relation between project objectives and project scope
- K7 how to work with stakeholders to determine project scope
- K8 how to manage stakeholder expectations
- K9 how to document and baseline project scope
- K10 how to communicate 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.

Benefits realisation

The practice of ensuring that benefits are derived from outputs and outcomes.

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.

Objectives

Predetermined results towards which effort is directed. Objectives may be defined in terms of outputs, outcomes and/or benefits.

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 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.

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