BNAI MIS 3504

Digital Design and Innovation Studio

SCOPING YOUR PROJECT

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Photo: Installation by Jenny Holzer, US Pavillion, Venice Biennale 1990

The Project Scope Document:
What is it?

Documenting
AS IS

Project Scope Document

- Usually done before you would join project by PM but you might be asked to help
- The work that needs to be done, and only the work that needs to be done, to deliver the product and solution
- Scope creep – an incremental expansion of the project scope as requirements not truly necessary for the solution get included
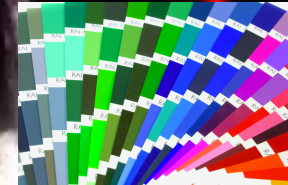- PM should do forward looking parts

Project Scope Document Contents

- Statement of Purpose (Problem Description)
- Objectives
- Problems & Opportunities
- Risks
- Assumptions and Constraints
- Stakeholders Analysis
- Glossary

Flakey Coatings

Thousands of colors

2,000 Small Customers
10,000 Purchases/Year
Very high gross profit

Team Exercise: The Flakey Coatings Case

Instructions:

1. *Work with your team*
2. ***Think*** *about what you read about the company*
3. *Ask your SME (**me**) if you have any further questions*
4. *What points would you want to make about the **general context** within the company?*
5. *What points would you want to make about the **problem**?*
6. *What points would you want to make about your **path forward**?*
7. *Be prepared to present your work*

Objectives

- Project objectives are the business' reasons for doing the project

- They might be stated as improving:
  - The company's finances
  - The performance of a particular process
  - The company's position in the market

- They should be important enough that you wouldn't need more than 5 or 6 to justify a significant project

Objectives

They should be

Specific

Measureable

Actionable

Realistic

Time-bound

Team Exercise: The Flakey Coatings Case

Instructions:

1. *Work with your team.*
2. ***Think*** *about what you know about this project.*
3. *Ask your SME (**me**) if you have any further questions.*
4. *Write three **SMART** objective for the scope document.*
5. *Be prepared to present your work.*

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consider:

Project and Business Risks

Risk Analysis

- Project Risks – potential problems that might keep the team from finishing the project
  - Sponsor leaves in the middle of the project

- Business Risks – potential problems that might impact the mission of the business
  - New commerce initiative fails and creates a major loss

Risk Response

How could you respond to a risk?

- Avoid it – change the project to eliminate the risk

- Transfer it – shift the risk to someone else like a vendor

- Mitigate it – reduce the probability or impact

- Accept it – just live with it

Team Exercise: The Warehouse Case, Part 2

Instructions:

1. *Read through the case.*
2. *Work with your team.*
3. *Ask your SME (me) if you have any further questions.*
4. What is the general context of the organization?
5. What is the essential problem or opportunity?
6. Write three **SMART** objectives for this project.
7. Be prepared to present your work.