

## DEFINING & MANAGING PROJECT SCOPE

*"Mastering Scope Management for Project Success"*

### Schedule

| Date             | Venue                  | Fees (Face-to-Face)   |
|------------------|------------------------|-----------------------|
| 07 - 11 Sep 2026 | Kuala Lumpur, Malaysia | USD 3495 per delegate |

► **Available delivery methods:** Face-to-Face & Online Training

### Introduction

The Defining & Managing Project Scope training is designed for professionals who need to manage scope effectively throughout the entire project lifecycle. This 5-day course will help participants understand the critical aspects of scope management and how to define, control, and protect the scope throughout a project's execution. By developing a deep understanding of scope management processes, participants will be equipped to handle project changes, reduce scope creep, and ensure that their projects are delivered on time, within budget, and according to specified requirements.

The course is structured to provide both theoretical insights and practical tools for defining project scope, managing stakeholder expectations, and controlling scope changes. Through real-world case studies and interactive exercises, participants will learn how to create clear and concise project scope statements, use scope management techniques to track progress, and implement strategies for scope control.

### Objectives

By the end of this course, participants will be able to:

- Develop a comprehensive project scope statement.
- Identify and manage scope creep to keep the project on track.
- Create and use effective scope management plans and tools.
- Understand the role of stakeholders in defining and managing project scope.
- Implement scope control strategies to prevent unauthorized changes.
- Utilize project scope management techniques to ensure project success.
- Monitor and control project scope to meet project goals and requirements.

## Why Attend

- Gain practical skills for defining and managing project scope effectively.
- Learn how to prevent scope creep and minimize risks associated with scope changes.
- Enhance your ability to communicate scope and project boundaries clearly to stakeholders.
- Develop a solid understanding of scope management tools and techniques.
- Improve your ability to manage stakeholder expectations and project deliverables.
- Learn from real-world case studies on successful scope management in complex projects.

## Target Audience

This program is designed for:

- Project managers, project coordinators, and team leaders responsible for project scope management.
- Business analysts and individuals involved in defining project requirements.
- Senior executives and decision-makers overseeing project delivery and scope management.
- Consultants and professionals seeking to enhance their scope management expertise.
- Individuals interested in improving their project success rate through effective scope control.

## Individual Benefits

Key competencies that will be developed include:

- Enhanced ability to define and document clear project scope statements.
- Skills in identifying and managing scope changes and preventing scope creep.
- Knowledge of best practices for managing stakeholder expectations.
- Competence in using scope management tools and techniques.
- Confidence in navigating the challenges of managing project scope effectively.
- Improved ability to ensure projects meet stakeholder expectations and requirements.

## Organizational Benefits

Upon completing the training course, participants will demonstrate:

- A structured approach to defining and managing project scope in alignment with business goals.
- Improved ability to control project scope and reduce the risks associated with scope changes.
- Enhanced stakeholder communication regarding project deliverables and boundaries.
- Increased project success rate through effective scope management.
- Better resource allocation and budget control due to clear scope definition.
- Increased organizational resilience to scope-related project challenges.

## Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings – Overview of project scope management and the scope definition process.
- Case Studies – Real-world examples of successful scope management and lessons learned.
- Workshops – Hands-on sessions to develop project scope statements, scope management plans, and control strategies.
- Peer Exchange – Group discussions on challenges faced in project scope management and best practices.
- Tools – Templates and frameworks for project scope statements, scope control, and change management.

## MAWA EVENTS

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## Course Outline

**Training Hours:** 7:30 AM – 3:30 PM **Daily Format:** 3–4 Learning Modules | Coffee Breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

### Day 1: Introduction to Project Scope Management

- Module 1: Overview of Project Scope Management (07:30 – 09:30) ● Understanding the importance of scope in project management ● Key principles and processes of scope management ● The role of scope in project success
- Module 2: Developing a Project Scope Statement (09:45 – 11:15) ● Components of a project scope statement ● Best practices for defining project goals and objectives ● Creating clear and concise scope statements
- Module 3: Workshop – Writing a Project Scope Statement (11:30 – 01:00) ● Hands-on session to create a project scope statement for a real-world project scenario ● Peer feedback and discussion
- Module 4: Stakeholder Analysis and Communication (02:00 – 03:30) ● Identifying and analyzing project stakeholders ● Communicating scope to stakeholders effectively ● Managing stakeholder expectations during scope definition

### Day 2: Scope Planning and Management

- Module 1: Scope Management Planning (07:30 – 09:30) ● The role of scope management planning in project success ● Developing a scope management plan ● Techniques for scope planning and scope change management
- Module 2: Work Breakdown Structure (WBS) and Decomposition (09:45 – 11:15) ● Creating and using WBS to define scope clearly ● Decomposing work into manageable units ● Best practices for WBS development
- Module 3: Workshop – Developing a WBS (11:30 – 01:00) ● Interactive session on creating a WBS for a sample project ● Group discussion and analysis
- Module 4: Scope Validation and Acceptance (02:00 – 03:30) ● Defining scope validation and the process of acceptance ● Techniques for validating scope deliverables with stakeholders ● Ensuring alignment between project deliverables and stakeholder expectations

### Day 3: Managing Scope Creep and Changes

- Module 1: Identifying Scope Creep (07:30 – 09:30) ● What is scope creep and how to recognize it ● Key causes of scope creep in projects ● The impact of scope creep on project success
- Module 2: Change Control Process (09:45 – 11:15) ● Developing a change control process for managing scope changes ● Tools and techniques for evaluating and controlling changes ● Establishing clear guidelines for scope change requests
- Module 3: Workshop – Managing Scope Creep (11:30 – 01:00) ● Case study analysis on managing scope creep ● Group discussion on how to address and prevent scope creep
- Module 4: Integrated Change Control (02:00 – 03:30) ● Integrating scope control with overall project management processes ● Techniques for balancing scope, schedule, and cost ● Communication strategies for managing scope changes

### Day 4: Monitoring and Controlling Project Scope

- Module 1: Monitoring Project Scope (07:30 – 09:30) ● Techniques for monitoring and tracking scope throughout the project lifecycle ● Scope performance metrics and indicators ● Using project management software for scope tracking
- Module 2: Earned Value Management and Scope Control (09:45 – 11:15) ● Understanding earned value management (EVM) and its application to scope control ● Analyzing project performance to control scope ● Using EVM to predict scope-related issues
- Module 3: Workshop – Monitoring and Controlling Scope (11:30 – 01:00) ● Hands-on practice using EVM to monitor scope performance ● Group feedback and discussion on best practices for scope control
- Module 4: Quality Management and Scope (02:00 – 03:30) ● The relationship between quality management and scope control ● Implementing quality assurance processes in scope management ● Managing scope through effective quality control measures

### Day 5: Finalizing Project Scope and Preparing for Closure

- Module 1: Closing Project Scope (07:30 – 09:30) ● Techniques for ensuring all scope is completed and validated ● Closing scope and formalizing project scope acceptance ● Preparing for project closure

- **Module 2: Lessons Learned and Continuous Improvement (09:45 – 11:15)** ● Documenting lessons learned from scope management  
● Techniques for continuous improvement in scope management ● Sharing best practices across projects
- **Module 3: Workshop – Finalizing Project Scope (11:30 – 01:00)** ● Group work on closing scope for a real or hypothetical project ● Review of key takeaways and feedback
- **Module 4: Certification and Closing (02:00 – 03:30)** ● Course evaluation and feedback ● Final Q&A and certificate distribution

## Certification

Participants will receive a Certificate of Completion in Defining & Managing Project Scope, validating their expertise in scope management and their ability to define, control, and close project scope effectively.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
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