

PROJECTS SCOPING & EXECUTION

““Defining, Planning, and Delivering Projects That Achieve Strategic Goals””

Schedule

Date	Venue	Fees (Face-to-Face)
17 - 21 Aug 2026	Dubai, UAE	USD 3495 per delegate

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

Introduction

Project failure is often rooted in unclear scope definition and poor execution practices. Without strong front-end planning and disciplined delivery, projects risk scope creep, delays, budget overruns, and stakeholder dissatisfaction.

This intensive five-day course focuses on the essential practices for scoping and executing projects effectively. It equips participants with tools to define project objectives, manage stakeholder expectations, develop clear deliverables, and drive execution through structured project controls, communication, and performance monitoring.

Objectives

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

- Define and document project scope with precision and stakeholder alignment
- Break down deliverables using Work Breakdown Structures (WBS)
- Develop robust execution plans, schedules, and performance metrics
- Manage changes and risks without compromising project objectives
- Ensure alignment between project execution and strategic business outcomes

Why Attend

- Avoid scope creep and misaligned expectations through clear scoping techniques
- Learn execution strategies that support cost, time, and quality targets
- Apply project controls to track progress and manage risks proactively
- Strengthen your ability to lead and deliver complex projects
- Build confidence in navigating dynamic project environments

Target Audience

This program is designed for:

- Project managers, team leads, and coordinators
- Engineers, planners, and operations professionals involved in project delivery
- Business analysts and technical leads responsible for defining project scope
- PMO members and project sponsors
- Professionals preparing for PMP®, CAPM®, or similar credentials

Individual Benefits

Key competencies that will be developed include:

- Project scoping and deliverable definition
- Execution planning and stakeholder management
- Schedule and cost control skills
- Change and risk management
- Performance tracking and reporting

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved clarity in project scope and requirements gathering
- Greater control over project timelines and budgets
- Reduced rework and change-related disruptions
- Higher stakeholder satisfaction and engagement
- Consistent project delivery aligned with business goals

Instructional Methodology

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

- Strategy Briefings - Concepts in project scoping, planning, and execution lifecycle
- Case Studies - Examples of successful and failed scope management across industries
- Workshops - Hands-on scoping sessions, WBS development, and execution planning
- Peer Exchange - Group dialogue on project delivery challenges and insights
- Tools - Templates for scope statements, WBS, Gantt charts, and change logs

MAWA EVENTS

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Course Outline

Detailed 5-Day Course Outline

Training Hours: 07:30 AM – 3:30 PM **Daily Format:** 3-4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Project Initiation and Scoping Fundamentals

- Module 1: Introduction to Project Scoping (07:30 – 09:30) • Defining project purpose, objectives, and constraints • Engaging stakeholders and capturing needs • Establishing scope boundaries and exclusions
- Module 2: Scope Planning and Documentation (09:45 – 11:15) • Components of a scope statement • Scope verification techniques • Aligning scope with organizational strategy
- Module 3: Creating a Work Breakdown Structure (11:30 – 01:00) • Purpose and structure of a WBS • Decomposing deliverables and work packages • Visualizing the scope hierarchy
- Module 4: Workshop – Developing a WBS (02:00 – 03:30) • Group exercise building a WBS for a sample project • Peer review and feedback

Day 2: Project Planning for Execution

- Module 1: Developing a Project Execution Plan (07:30 – 09:30) • Integration of scope, time, cost, and quality • Project charter, objectives, and governance model • Building execution strategies for complex projects
- Module 2: Scheduling and Resource Planning (09:45 – 11:15) • Task sequencing and network diagrams • Estimating durations, assigning resources • Critical Path Method (CPM) and float
- Module 3: Budgeting and Cost Estimating (11:30 – 01:00) • Cost baseline development • Tools for bottom-up and parametric estimation • Budget approvals and contingency planning
- Module 4: Execution Risk Planning (02:00 – 03:30) • Identifying execution-related risks • Mitigation and contingency strategies • Incorporating risk into the schedule and cost plan

Day 3: Managing Execution and Monitoring Progress

- Module 1: Project Controls and KPIs (07:30 – 09:30) • Setting up baselines and measurement systems • Key indicators for time, cost, scope, and quality • Performance dashboards and scorecards
- Module 2: Progress Tracking and Reporting (09:45 – 11:15) • Status reporting formats and frequencies • Forecasting completion and variance analysis • Earned Value Management (EVM) fundamentals
- Module 3: Communication and Stakeholder Engagement (11:30 – 01:00) • Tailoring messages for different audiences • Managing expectations and approvals • Communication tools and escalation paths
- Module 4: Workshop – Execution Monitoring Simulation (02:00 – 03:30) • Real-time project tracking exercise • Reacting to variances and stakeholder pressure

Day 4: Scope and Change Management

- Module 1: Managing Scope During Execution (07:30 – 09:30) • Identifying and documenting scope changes • Scope creep vs. scope evolution • Tools for scope control and validation
- Module 2: Change Control Processes (09:45 – 11:15) • Change request forms and evaluation criteria • Impact assessment and decision making • Managing approvals and change communication
- Module 3: Quality Assurance in Execution (11:30 – 01:00) • Defining quality standards for deliverables • Quality audits and defect prevention • Integration with scope and time control
- Module 4: Lessons Learned and Knowledge Transfer (02:00 – 03:30) • Capturing best practices from current projects • Closing loops and updating organizational assets • Finalizing deliverables and closing scope

Day 5: Integration Workshop and Project Simulation

- Module 1: End-to-End Project Simulation (07:30 – 09:30) • Group activity to simulate full project scoping and execution • Team roles, tasks, and stakeholder management

- **Module 2: Final Presentation of Project Plans (09:45 – 11:15)** • Presentation of team project scope, WBS, schedule, and execution strategy • Peer and facilitator feedback
- **Module 3: Course Review and Key Takeaways (11:30 – 01:00)** • Review of major concepts and personal action plans • Knowledge check or group quiz
- **Module 4: Certification and Wrap-Up (02:00 – 03:30)** • Q&A session • Certificate distribution and closing remarks

Certification

Participants will receive a Certificate of Completion in Projects Scoping & Execution, verifying their practical ability to define, plan, and manage project scope and execution processes aligned with industry best practices and organizational objectives.

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