

# Course Description

## Advanced Scope Development and Requirements Management AMS121

*21 Professional Development Units  
21 Continuing Development Units  
21 Education Hours*



### Overview

Scope creep, a common problem on many projects, occurs due to an inability to effectively and efficiently control change. To avoid scope creep the focus needs to be on the processes needed to manage scope across the project life cycle. All too often a project is initiated on assumptions and high-level expectations. Sponsors' needs and those of the project sponsors frequently seem to be at odds.

Requirements management is an integral part of the process from concept to closeout. In this course, participants will learn the need to understand stakeholders, how to identify requirements, detail those requirements and bring them through the approval cycle with the formation of a subsequent baseline. Participants will explore the different tools and techniques available to evaluate requirements and reach agreement with the stakeholders. This will result in a tighter handle on the project requirements and a closer relationship of those requirements to the overall project cycle.

The third day workshop practices tactics and techniques covered in the course. You choose a real project, plan your attack and use appropriate techniques serially to drive out real requirements. Participants have real roles as scribes, facilitators, subject matter experts, project managers and business analysts. You will come out with real project deliverables, notes on the various approaches and an overall plan to execute on subsequent projects.

### Learning Objectives

- Learn how to define, manage and change scope
- Learn how to define, manage and change requirements
- Identify stakeholders and their communications requirements
- Understand how to identify and mitigate scope and requirements definition risks
- Learn several approaches for requirements gathering
- Identify and understand the types of requirements
- Identify the steps required to gather requirements and select your method(s)
- Learn to ask the right questions to get the most information out of an interview
- Use summarizing skills to ensure the sponsor and other stakeholders that you understand their requirements
- Identify reasons for changing requirements and how to manage those changes
- Experience facilitated sessions and other requirements tactics

### Format

The format of the course is highly interactive and how-to oriented. Discussion of concepts and principles is followed by exercises. The emphasis is on the practical application and adaptation of selected tools and processes.

### Delivery Options

Advanced Management Services, Inc (AMS)  
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**Duration**

3 days/ on-line 18 hours

**Who Should Attend**

IT Project Managers and Project Management Support Resources would benefit from this course.