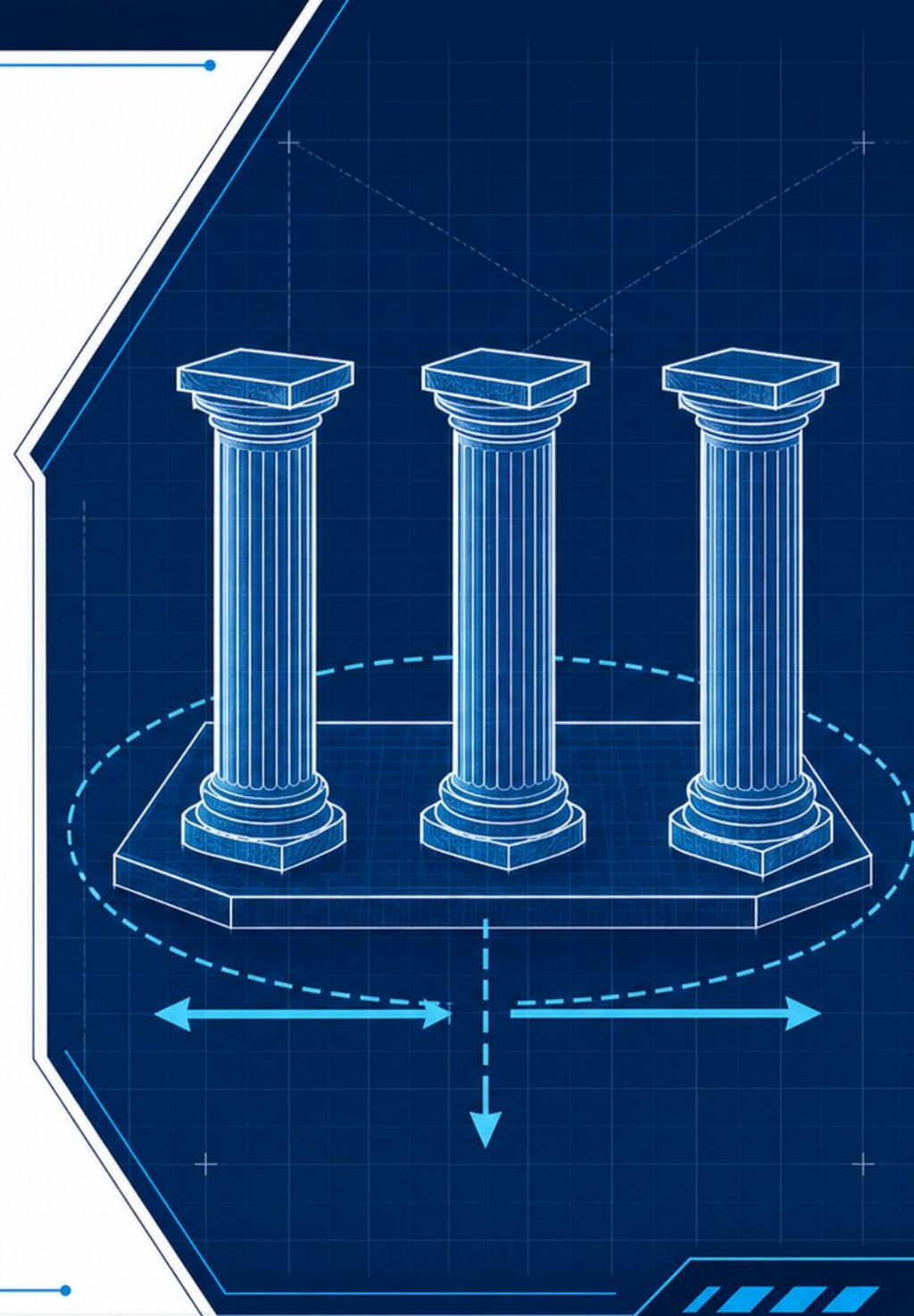


Defining Project Scope

- Scope is the very **foundation** of every successful project
- Three pillars: **inclusions**, **exclusions**, and the **boundary** between them
- 52% of projects face **scope creep**; 37% fail from **poor objectives**
- **Goal**: draft a one-page scope statement for your **real project**



The Cost of Ambiguity: Why Scope Matters



56% of projects challenged
by scope creep



43% exceed budget,
38% face delays



Cloud migration scope creep
caused 25% budget increase



Only 35% of projects meet
all goals and timelines



Locked scope is your best
defense against failure



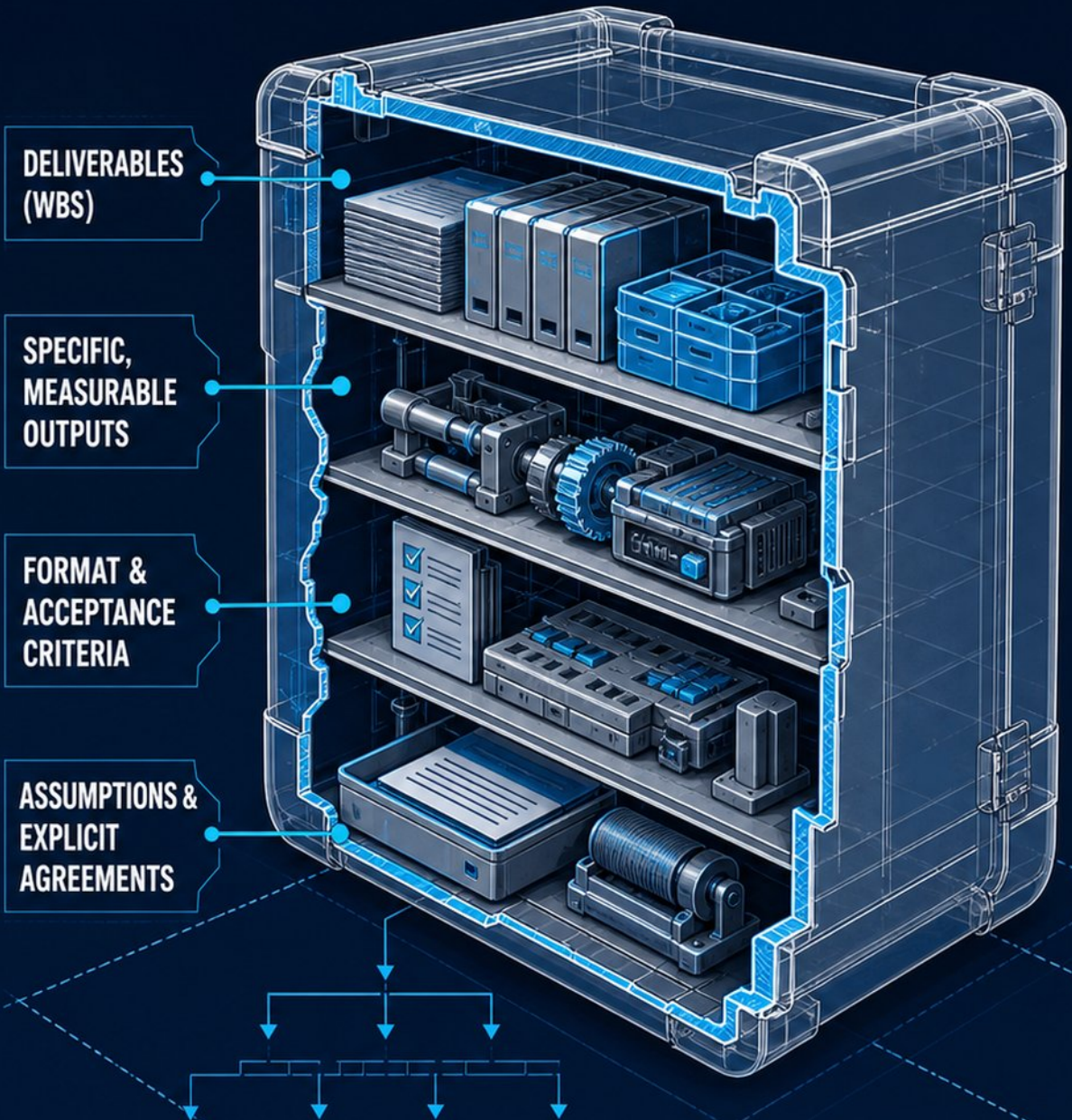
What Project Scope Actually Means

- Sum of deliverables, features, and required work
- Project scope vs. product scope distinction
- Blueprint that sets boundaries and aligns expectations
- Vague problem framing is the top root cause of failure

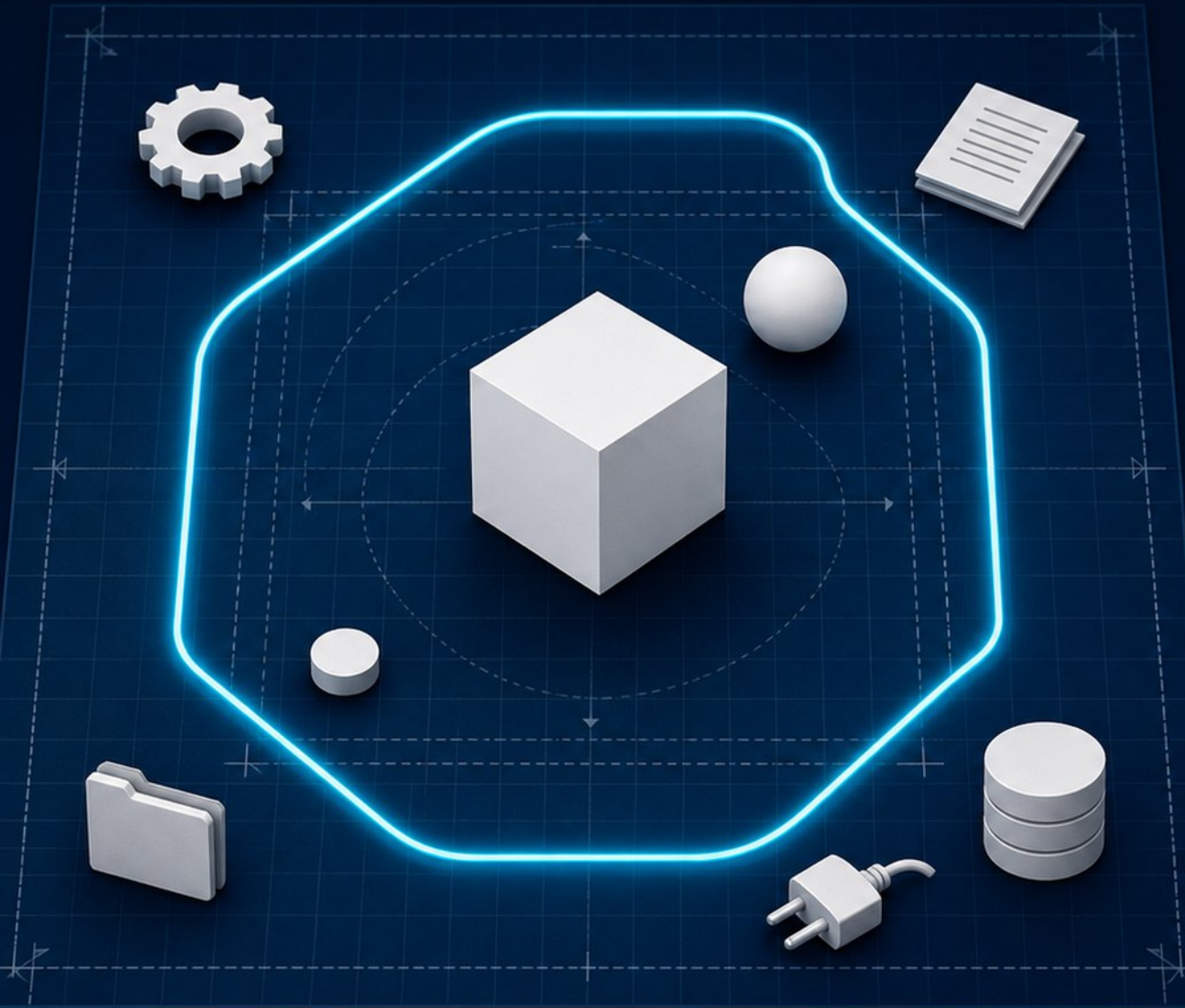


Inclusions: Writing What IS Inside the Project

- List all deliverables using a Work Breakdown Structure (WBS)
- Replace vague terms like 'improve' with specific, measurable outputs
- Define clear format and acceptance criteria for each deliverable
- Surface hidden assumptions and make them explicit agreements



Exclusions: Defining What IS NOT in Scope



- Exclusions close the “we never said no” gap

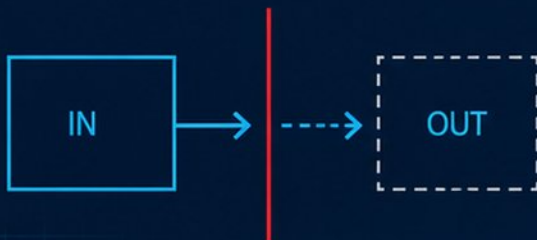
- Missing exclusions leave no defense against new requests

- List excluded activities, deliverables, and interfaces explicitly

- Proactive communication sets realistic expectations upfront

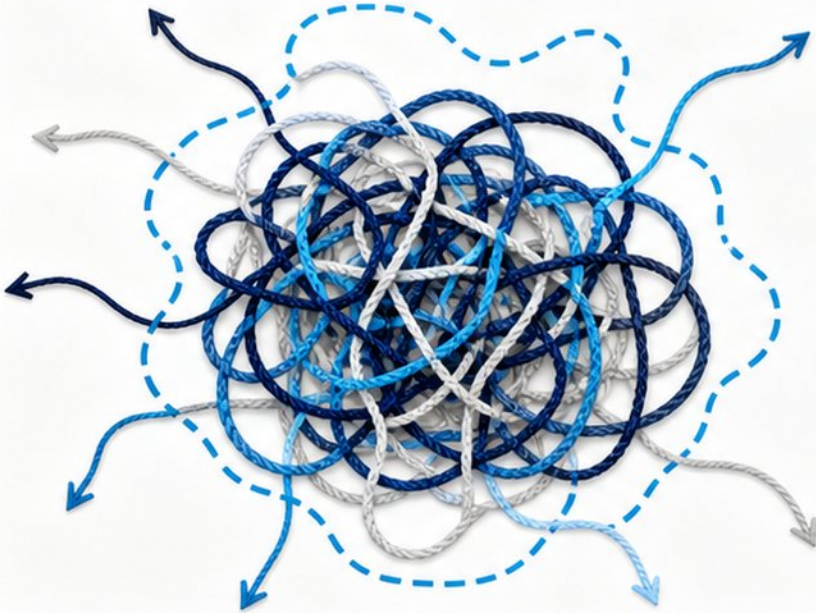
The Boundary: Drawing the Line Between In and Out

- Use decision rules: Is it funded? Aligned? Needing a change order?
- Scope boundary diagrams clarify ownership and handoffs
- Denver Airport: late addition without feasibility check caused years of delay
- Clear boundaries reduce finger-pointing and speed decisions

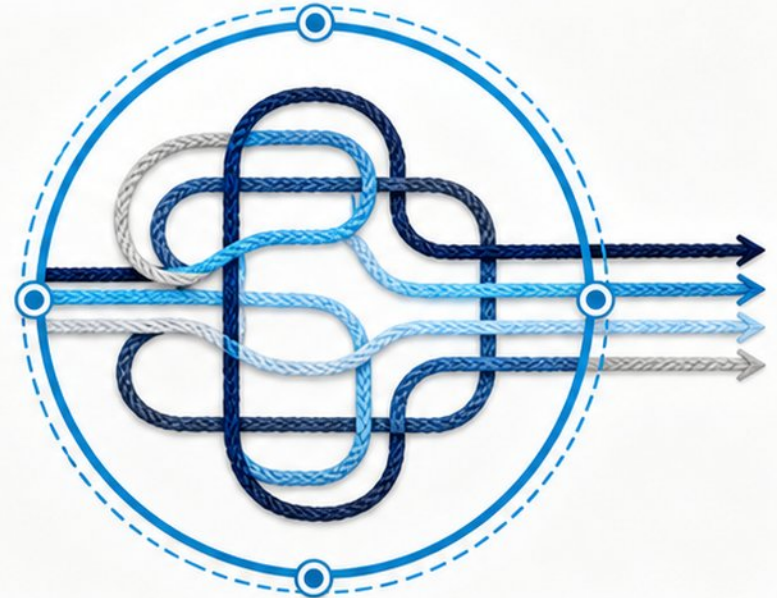


How Clear Boundaries Prevent Common Problems

BEFORE: WEAK BOUNDARIES



AFTER: CLEAR BOUNDARIES



“Weak boundaries cause scope creep, budget overruns, and confusion”



“Stable boundaries build stakeholder trust and reduce surprises”

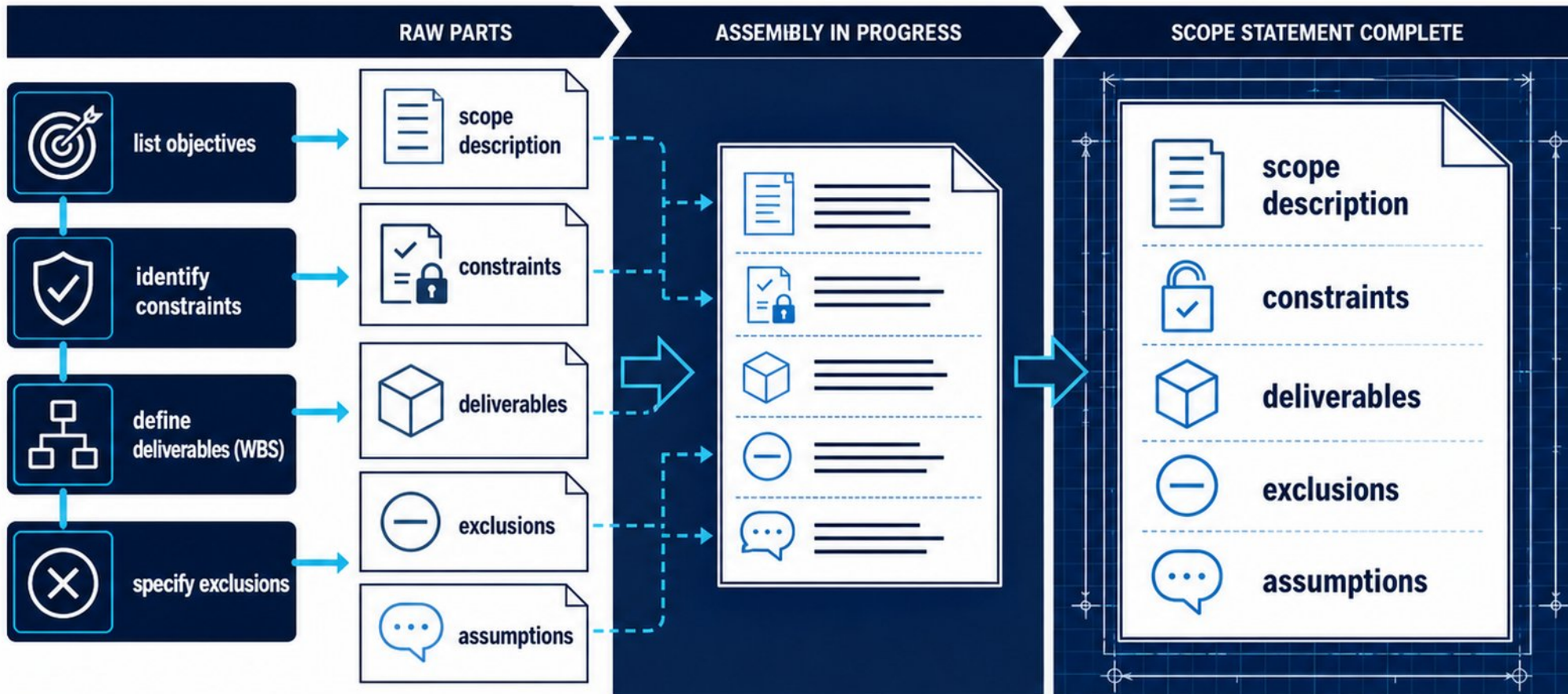


“39% of project failures stem from poor scope definition (PMI)”



“Locking baselines can cut unplanned scope changes by 60%”

Building a Practical Scope Statement



Common defects:



ambiguous
formats



missing out-of-scope
clause



no change
control



Pre-submission check:



measurable
deliverables



testable
exclusions



documented
assumptions

Validating and Getting Stakeholder Agreement



Identify reviewers:
sponsors, key users,
operational leads



Walk through
inclusions AND
exclusions explicitly



Document rejected
items as formally
out-of-scope

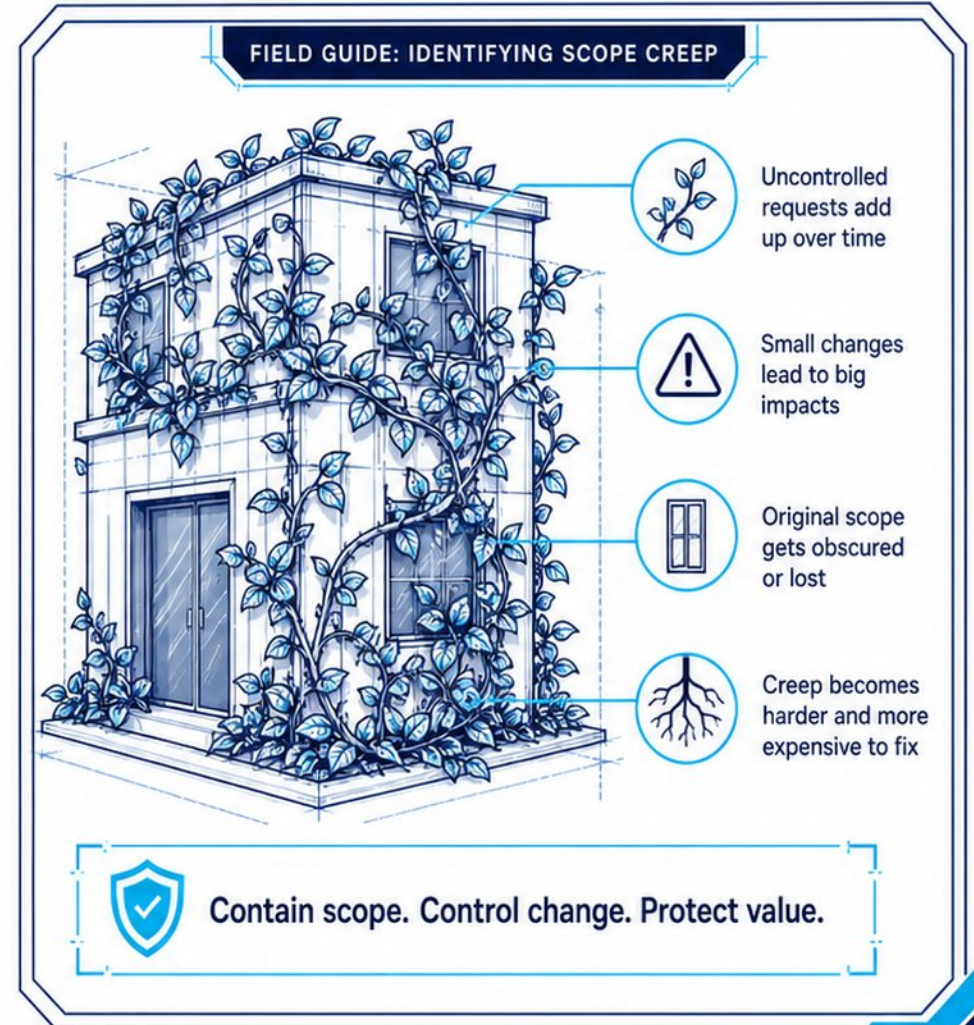


Leaderless consensus:
18-month project
stretched to 4 years



Common Scope Mistakes and How to Fix Them

- Gold-plating, vague language, and missing sign-off weaken scope
- Watch for 'just one more thing' and slipping milestones
- Freeze baseline and enforce formal change control
- Project Orion stopped innovation creep via change requests



Exercise:

Draft Your Own One-Page Scope Statement

- Take 10 minutes to outline a scope for a current project
- Include: objective, deliverables, exclusions, assumptions, constraints
- Swap with a peer to test for ambiguity and gaps
- This one-pager becomes your immediate post-training takeaway



Change Control: Protecting Your Scope After Definition

- Defined scope needs a minimal change control workflow
- Specify who initiates, what changes, who approves, and turnaround
- Undefined change control leads to ad-hoc additions and margin loss
- Operational governance creates decision velocity, not bureaucracy





Key Takeaways and Your Action Plan



- Inclusions, exclusions, and boundaries are the non-negotiable scope triad.



- Clear scope aligns stakeholders, cuts risk, and protects budgets.



- Immediate step: finalize your one-page scope statement and get feedback.



- Download: scope template, change request form, and governance guides.



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