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| Unit Title: Managing project scope | | |
| URN: K/504/1371 |  |  |
| Credit Value: 10 |  |  |
| Level: 4 |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Be able to determine project scope** | | | |
| 1.1 Specify requirements and acceptance criteria that meet stakeholders' needs |  |  |  |
| 1.2 Identify and communicate benefits and disbenefits to stakeholders |  |  |  |
| 1.3 Carify the way in which the scope will be managed from an analysis of the nature and definability of the objectives |  |  |  |
| 1.4 Baseline and document the project's scope |  |  |  |
| 1.5 Evaluate the importance of defining the boundaries of the project scope |  |  |  |
| **2 Be able to comply with controls of project scope** | | | |
| 2.1 Apply configuration management and requirements management techniques |  |  |  |
| 2.2 Carry out a configuration audit that is appropriate to a project |  |  |  |
| 2.3 Ensure that configuration management information is suitable for those maintaining a project's outputs after closure |  |  |  |
| 2.4 Ensure that a base-lined configuration management plan is suitable for a project |  |  |  |

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|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **3 Be able to manage changes to project scope** | | | |
| 3.1 Identify changes to project scope from an analysis of monitoring information and stakeholder requests |  |  |  |
| 3.2 recognize and assess the implications of changes to a project |  |  |  |
| 3.3 Apply change control techniques as specified by the change control process |  |  |  |
| 3.4 Ensure that relevant stakeholders are informed of changes |  |  |  |
| 3.5 Amend project documents to reflect changes to a project |  |  |  |
| 3.6 Explain the significance and treatment of change requests |  |  |  |
| **4 Be able to evaluate the scope management methods used and to draw lessons for future benefit** | | | |
| 4.1 Evaluate alternative methods to those used within the project for  •determining project scope  •configuration management  •change control  •planning schedules  •monitoring activities (including choice of metrics) |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: