Program Scope Management Plan

Enhance Your Program Management with PMI Standard Templates

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* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Scope Management Plan Template

**Scope Management Plan** is a component of the project or program management plan that describes how the scope will be defined, developed, monitored, controlled, and validated.

PROGRAM SCOPE MANAGEMENT

It is important for the program manager to manage scope as the program develops in order to achieve completion. Scope changes that have a significant impact on a component or the program may originate from stakeholders, components within the program, previously unidentified requirements issues, or external sources.

Program scope management should be exercised in line with the program change management and **Program Scope Management Plans**. This activity should capture requested scope changes, evaluate each requested change, determine the disposition of each requested change, communicate the decision to affected stakeholders, and record the change request and supporting details. Major change requests, when approved, may require updates to the program management plan and program scope statement.

The program manager is responsible for determining which components of the program are affected when a program scope change is requested, and should update the program work breakdown structure (WBS) accordingly. In very large programs, the number of components affected may be substantial and difficult to assess. Program managers should restrict their activities to managing scope only to the allocated level for components and avoid controlling component scope that has been further decomposed by the project manager or by subsidiary program managers.

PROGRAM SCOPE MANAGEMENT PLANNING

Program scope management planning includes all of the activities involved in planning and aligning the program scope with the program’s goals and objectives. It includes work decomposition into deliverable component products designed to deliver the associated benefits. The objective is to develop a detailed program scope statement, break down the program work into deliverable components, and develop a plan for managing the scope throughout the program.

Program scope is typically described in the form of expected benefits or outcomes to the sponsor organization and target publics, but may also be described as user stories or scenarios, depending on the type of program. Program scope encompasses all benefits to be delivered by the program, which are reflected in the form of a program work breakdown structure (WBS).

A program WBS is a deliverable-oriented hierarchical decomposition encompassing the total scope of the program and includes the deliverables to be produced by the constituent components. Elements not in the program WBS are outside the scope of the program. The program WBS includes, but is not limited to, program management artifacts such as plans, procedures, standards, processes, program management deliverables, and program management office support deliverables. The program WBS provides an overview of the program and shows how each component contributes to the objectives of the program. Decomposition stops at the level of control required by the program manager (typically to the first one or two levels of a component). The program WBS serves as the framework for developing the program master schedule and defines the program manager’s management control points. It is an essential tool for building realistic schedules, developing cost estimates, and organizing work. It also provides the framework for reporting, tracking, and controlling.

Program-level deliverables should be clearly linked to benefits and focus on those activities associated with stakeholder engagement, program-level management—as opposed to management within its components—and component oversight and integration. Program scope includes scope that is decomposed and allocated into components. Care should be taken to avoid decomposing component-level scope into details that overlap the component managers’ responsibilities.

Once the scope is developed, a plan for managing, documenting, and communicating scope changes should be developed during the program definition phase. The **Program Scope Management Plan** is a component of the program management plan that describes how the scope will be defined, developed, monitored, controlled, and verified.

The outcomes of this activity include the program scope statement, **Program Scope Management Plan**, and the program WBS.

# Scope Management Approach

The scope management approach includes:

## Definition

Detailed description of the program scope and deliverables.

## Development

Breakdown of the scope into manageable components.

## Monitoring and Control

Regular review and management of scope changes.

## Validation

Ensuring all deliverables meet the program’s requirements.

# Program Scope Statement

The program scope statement provides a detailed description of the program's scope, including:

## Program Objectives

Clear objectives aligned with strategic goals.

## Deliverables

Specific outcomes and benefits to be achieved.

## Boundaries

Inclusions and exclusions of the program scope.

## Constraints and Assumptions

Known constraints and assumptions impacting the scope.

# Work Breakdown Structure (WBS)

The WBS is a hierarchical decomposition of the total program scope into manageable components. It includes:

## Level 1

Overall program deliverables.

## Level 2

Major components or projects.

## Level 3

Subcomponents or work packages as needed.

# Scope Definition Process

The scope definition process involves:

## Stakeholder Analysis

Identifying and understanding stakeholders' needs.

## Requirements Gathering

Collecting detailed requirements.

## Scope Documentation

Documenting scope in the program scope statement and WBS.

# Scope Development Process

The scope development process includes:

## Decomposition

Breaking down deliverables into smaller, manageable components.

## WBS Creation

Developing the WBS based on the decomposition.

## Scope Baseline

Establishing a baseline for scope management and control.

# Scope Monitoring and Control

The scope monitoring and control process involves:

## Change Control

Managing scope changes through a formal change control process.

## Impact Analysis

Evaluating the impact of scope changes on the program.

## Documentation

Recording and tracking all scope changes.

# Scope Validation

The scope validation process ensures that:

## Deliverable Review

Each deliverable meets the requirements and acceptance criteria.

## Stakeholder Approval

Obtaining formal acceptance from stakeholders.

## Verification Documentation

Documenting the validation results.

# Scope Change Management

The scope change management process includes:

## Change Request

Capturing and documenting change requests.

## Evaluation

Assessing the impact and feasibility of changes.

## Decision Making

Approving or rejecting change requests.

## Communication

Informing stakeholders of scope changes and their implications.

# Roles and Responsibilities

Roles and responsibilities for scope management include:

## Program Manager

Overall responsibility for scope management.

## Project Managers

Managing scope within individual projects.

## Stakeholders

Providing input and feedback on scope changes.

## Change Control Board

Reviewing and approving scope changes.

# Tools and Techniques

Tools and techniques for scope management include:

## Requirements Management Tools

For tracking requirements and changes.

## WBS Software

For creating and managing the WBS.

## Change Control System

For managing scope change requests.

# Scope Management Plan Maintenance

The scope management plan will be reviewed and updated as necessary throughout the program to ensure it remains relevant and effective. Regular reviews will be conducted to:

## Assess

The effectiveness of scope management processes.

## Update

The plan to reflect changes in the program or organization.

## Communicate

Any updates to the plan to all stakeholders.

# Appendices

## Appendix A

Program Scope Statement Template

## Appendix B

Work Breakdown Structure Template

## Appendix C

Change Request Form

## Appendix D

Roles and Responsibilities Matrix