

1 Introduction

- Requirements gathering.
- Determine value proposition of project.
- Outline the scope of the project.
- Project scope covers what needs to be built.
- Items within scope bring value to the organization.
- Important to have a clear definition of what is in scope and what is not.
- Important to have a clear rule (or an authority) to quickly determine if something is in scope or not for current project.
- Scope, Budget and Schedule are linked. Cannot change one without changing the others.
- Adding things to scope often increases schedule and budget.
- Budget cuts must be accompanied by cuts to scope and schedule.