Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies

1. Title	Define project scope
2. Code	ITSWPM501A
3. Range	Define project scope as the baseline for project execution while conducting scope definition for project scope planning of an IT project [Project Management – Project Scope Management]
4. Level	5
5. Credit	4
6. Competency	

6. Competency		Performance Requirement
	6.1 Have knowledge in various inputs for scope planning and definition	Be able to collect all related inputs of the IT project for planning and defining the project scope
	6.2 Have knowledge in tools and techniques for scope planning and definition	Be able to utilize tools and techniques for scope planning and definition
	6.3 Have knowledge in various outputs of scope planning and definition	Be able to prepare suitable documents for the outputs of scope planning and definition
	6.4 Have knowledge in scope statement and a scope management plan	Be able to ▪ understand a scope statement as documentation of the agreement between the project team and customers or other stakeholders by focusing on key project deliverables and objectives ▪ understand the differences between a scope management plan and a scope statement
	6.5 Have knowledge in different types of Work Breakdown Structure (WBS)	Be able to select and develop an appropriate WBS for an IT project based on the characteristics nature of the project
	6.6 Develop a scope management plan	Be able to ▪ identify and evaluate the components of a scope management plan ▪ identify and evaluate the inputs to the scope management plan ▪ develop a scope management plan
	6.7 Develop a work breakdown structure	Be able to ▪ determine the appropriate level of decomposition details for various WBS ▪ develop a WBS, including the proper use of decomposition techniques ▪ communicate the difference between a WBS and other types of breakdown structures ▪ determine the utility of a WBS from similar past projects and standardized templates ▪ verify the correctness of the WBS, including Dictionary

	6.8 Manage the scope definition process	Be able to • determine the inputs of the project scope definition process • identify specific scope inclusions and exclusions • identify and evaluate criteria for classifying and integrating project scope changes
	6.9 Define project scope professionally	Be able to define project scope as the baseline for project execution of an IT project according to organization's policies and guidelines, industry standards, any local and international laws and regulatory requirements, if applicable
7. Assessment Criteria	The integrated outcome requirements of this UoCs are the abilities to: (i) conduct scope planning with appropriate documentations; and (ii) manage scope definition with work breakdown structure.	
Remark		