

[MUSIC PLAYING]

Part two explains how to complete the scope for the week two assignment. The first of the three baselines consists of the scope. The scope document should be completed in MS Word. For the first six sections, the work breakdown structure, considered part of the scope, will be developed in Project Libre. Your scope should include a broad description that describes the purpose of the project in one or two paragraphs, a detailed list of the project requirements.

The project requirements are the solutions to solve the inherited problems from the previous owner. For example, you may establish a safety goal to reduce lost time accidents from 13 to no more than three accidents by the end of year 0. With this goal in mind, indicate the specific requirements to achieve the goal. For example, you may write a requirement that requires all employees to receive safety training in specific areas. Indicate how the training would be delivered.

Prioritized requirements, acceptance criteria for each deliverable, which is often attaining the goal, project's limitations. Be as specific as you can about what the project will not deliver. A description of the change control process. The change control process is put in place to address suggestions for more requirements after the PMP is completed. For example, someone may suggest that a break room be added to the requirements. This new requirement should be reviewed and approved by a change control board that is normally chaired by the sponsor.

The last element of the scope is the work breakdown structure, which is discussed in the following section. The work breakdown structure, also known as the WBS, is used to take the requirements and convert them into specific tasks. The highest level of work is the project. A milestone might be to reduce lost time accidents.

A specific task may be to develop videos that help forklift drivers use their equipment more safely and drive through the warehouse more carefully, being particularly aware of pedestrians in the area. Be sure to review the video by Kloppenburg that describes how to create a WBS, then view the videos that describe how to use Project Libre to create the WBS. For this assignment, create 5 to 10 intermediate tasks or milestones, then for each milestone, create two to three specific subtasks.