

EMBRACE A NEW APPROACH TO PROJECT MANAGEMENT

SCOPE: THE OTHER WORKPLACE CREEP

Changing requirements is inevitable, how to you respond to them can make or break a project. Identify the tools to mitigate scope creep and ensure a successful implementation. All while maintaining trust and confidence with team members and stakeholders.



SCOPE CREEP IN ACTION



About

Me

Hi, I'm Tianah Reyes, also known as Corporate Mom. I help leaders and teams bring clarity to chaos, improve processes, and deliver results – while keeping the people and the humor at the center of it all. Through my company, Innov8IT, I deliver leadership development, Agile transformation, and professional speaking engagements that blend real-world expertise with relatable stories.

INNOV8 IT

*Corporate
Mom*



**Why this topic matters to
me?**

SCOPE CREEP FACTS

A successful project is any initiative that satisfies all 5 of these criteria:

- Completed at or under budget.
- Completed on schedule.
- Meets sponsor objectives.
- Meets defined requirements of features and functions.
- Customers score the product as satisfactory or better.

COST **TIME**
SCOPE

70%

PROJECTS FAIL DUE TO POOR SCOPE MANAGEMENT

WHY SCOPE MANAGEMENT MATTERS

**BOTH SCHEDULE CONSTRAINT
AND POOR SCOPE
management were found to be the
most critical factor
responsible for scope creep
with the highest
frequency of 86 % and 82%
respectively.**

**50-
60%**

**software projects end up in
partial or total failure, with
scope creep listed as one of
the most prominent factors**

[ResearchGate.Net, July
2020](#)

Most projects don't fail in execution — they fail in
definition.

**Lack of
Planning Delays**

POOR REQUIREMENTS

**Communication
Gaps**

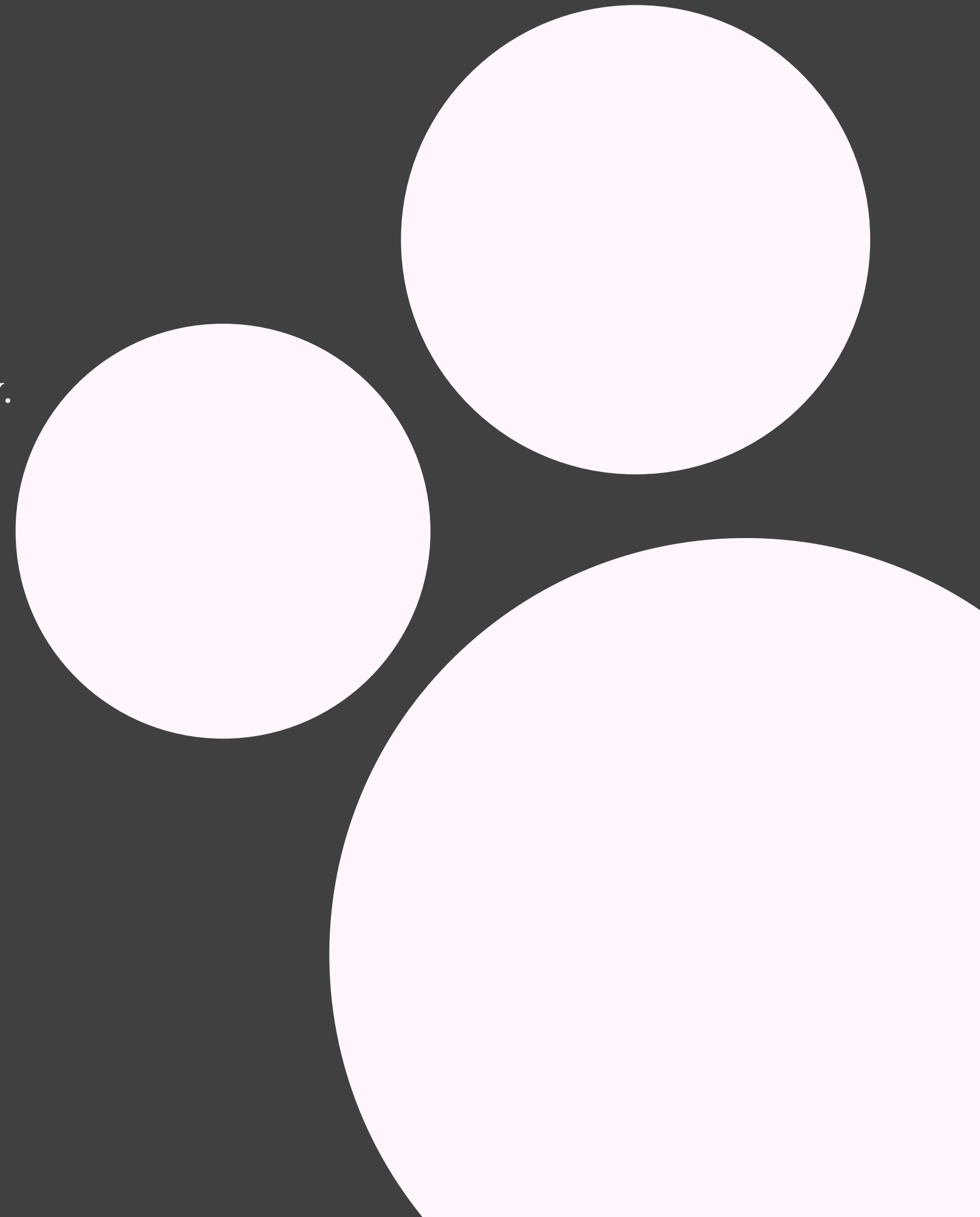
Budget Overruns

RESOURCE STRAIN



WHAT CAN YOU EXPECT

- 1 Identify key project tools and artifacts and evaluate how they can be adapted to improve clarity and accountability.
- 2 Apply these artifacts to create a visual project plan that aligns scope, time, and cost.
- 3 Evaluate and develop risk strategies when scope creep appears.
- 4 Practice soft skills – to collaborate effectively with team members and gain sponsor approval.



REQUIREMENTS MANAGEMENT TOOLS

Project Scope Statement			
Project Name	PATHWAYS PROJECT SCOPE STATEMENT		
Project Sponsor	Coda-edu	Project Manager	James Walsh
Date of Project Approval	02 March 2020	Last Revision Date	02 March 2020
Scope Description	Pathways will develop and implement course maps for all certificates and degrees with the objective of preventing students from taking courses that do not transfer or prepare them for a career. Further, we will analyze and design student support processes and areas that increase students' ability to successfully navigate their way through their educational experience.		
Project Deliverables	<ul style="list-style-type: none">■ Create Transfer Pathways maps for all viable degrees and Career Pathways maps for all viable certificates■ Create Student intake and support systems that have well-defined Pathways to student completion of educational goals■ Develop Student-centered classrooms with classroom content driven by Student Learning Outcomes (SLOs) and not textbook		
Acceptance Criteria	<ul style="list-style-type: none">■ Successful implementation of Degree/Certificate maps■ Successful implementation of Student Support maps■ Initial reduction in average credit hours to degree or certificate of 4%■ Initial increase in completion rates of 4%		
Project Exclusions	Since Student Success is the most important value of University of Leeds and all areas of the College have a direct or indirect affect on student success, all employees will be expected to support Pathways with their time and expertise. Some work will be occurring concurrently and will complement Pathways development, such as: <ul style="list-style-type: none">■ SACSCOC ten-year reaffirmation of accreditation■ Open Educational Resources textbook review and selection		
Constraints	<ul style="list-style-type: none">■ Pathways work should follow the Values of University of Leeds■ Transfer/Career Pathways should follow THECB and other regulatory board requirements■ Pathways should be implemented by fall 2022 with review and necessary modifications in the 2022-2023 academic year■ Budget■ Time/resources/personnel limitations■ College Leadership will support the project and provide timely responses to requests■ Project staff will be dedicated to this project and will not be reassigned■ Project team members will be backfilled as necessary to support this project■ Funding for recommended and approved changes will be provided		

SCOPE STATEMENT

A scope statement is a formal project management document that clearly defines a project's boundaries, objectives, deliverables, and constraints to ensure all stakeholders have a shared understanding of what will be accomplished.

REQUIREMENTS TRACEABILITY MATRIX

A document that maps and tracks project requirements to their origin and subsequent deliverables, such as design elements, test cases, and code.

Project Name:

TestKarts.com

Project Manager:

Manager Testkarts.com

Project Description:

Testing and Development project for the fresher and experience learner.

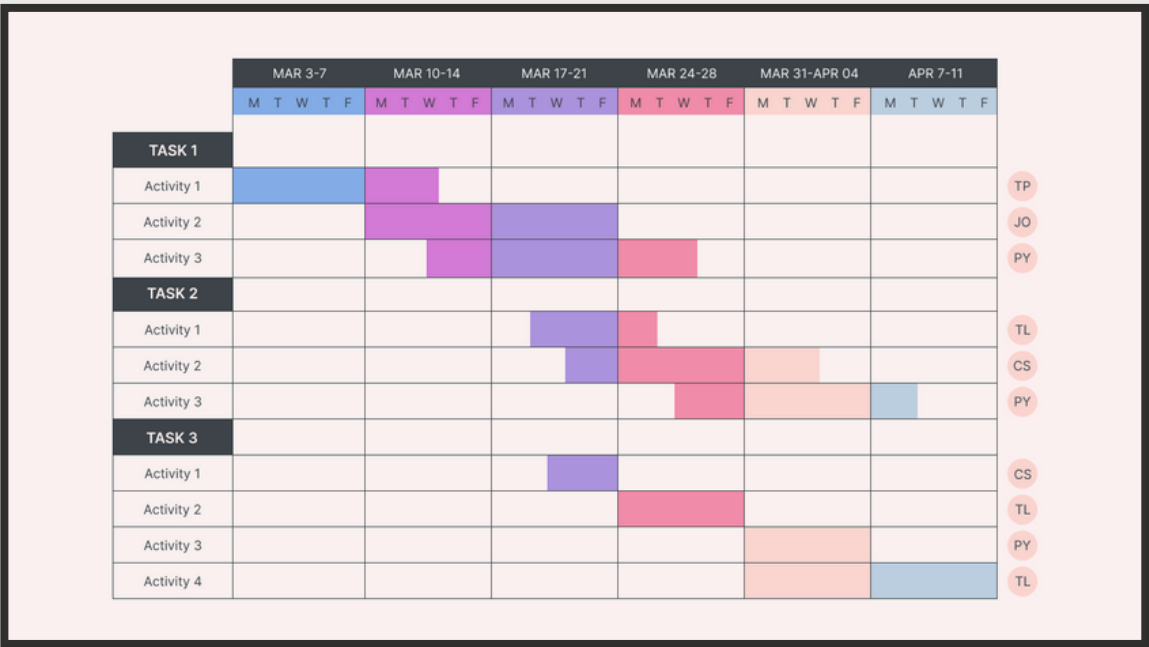
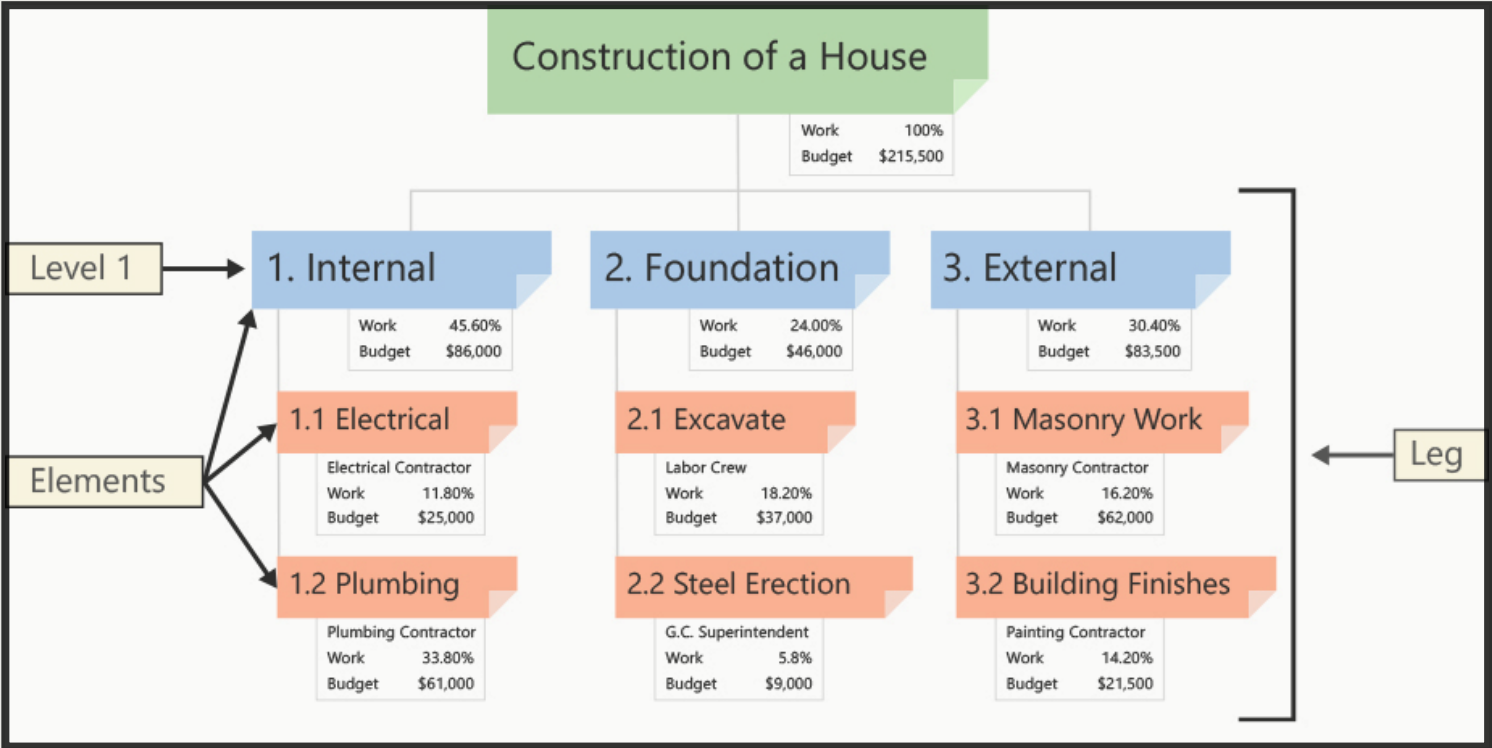
Requirements Traceability Matrix

Requirements					Testing									
Req. ID	Requirements Description	Requirements Source	Requirement Type	WBS Deliverables	Test Case ID	Test Description	TEST	UAT	QA	PROD	PRE PROD	NON PROD	Defective	Defect
REQ001	User registration functionality	Business Analyst	Functional	WBS-001	TC001	Verify user can successfully register an account	Pass	Pass	Pass	Pass	Fail		No	
REQ001	User registration functionality	Business Analyst	Functional	WBS-001	TC002	Verify error message is displayed for invalid inputs	N/A	Fail	Pass	Fail	N/A		Yes	DEFECT
REQ001	User registration functionality	Business Analyst	Functional	WBS-001	TC003	Verify user receives a confirmation email	Pass	N/A	Fail	N/A	Pass		Yes	DEFECT
REQ002	Login functionality	Product Owner	Functional	WBS-002	TC004	Verify user can log in with valid credentials	Fail	Pass	N/A	N/A	N/A		NO	
REQ002	Login functionality	Product Owner	Functional	WBS-002	TC005	Verify error message is displayed for incorrect login	Fail	Fail	N/A	Pass	Fail		Yes	DEFECT
REQ002	Login functionality	Product Owner	Functional	WBS-002	TC006	Verify "Forgot Password" link redirects correctly	Fail	Fail	N/A	Pass	Pass		No	
REQ003	Create new post	User Stories	Functional	WBS-003	TC007	Verify user can create a new post				N/A	N/A		No	
REQ003	Create new post	User Stories	Functional	WBS-003	TC008	Verify error message is displayed for empty content	Pass	Pass	Pass	Fail	Fail		Yes	DEFECT

TIME MANAGEMENT TOOLS

WORK BREAKDOWN STRUCTURE (WBS)

Work Breakdown Structure - hierarchical, deliverable-oriented tool used in project management to break down a large project into smaller, more manageable components, or "work packages".



A Gantt chart is a project management tool that creates a visual timeline of a project's tasks, showing their start and end dates, duration, progress, and dependencies using horizontal bars on a bar chart

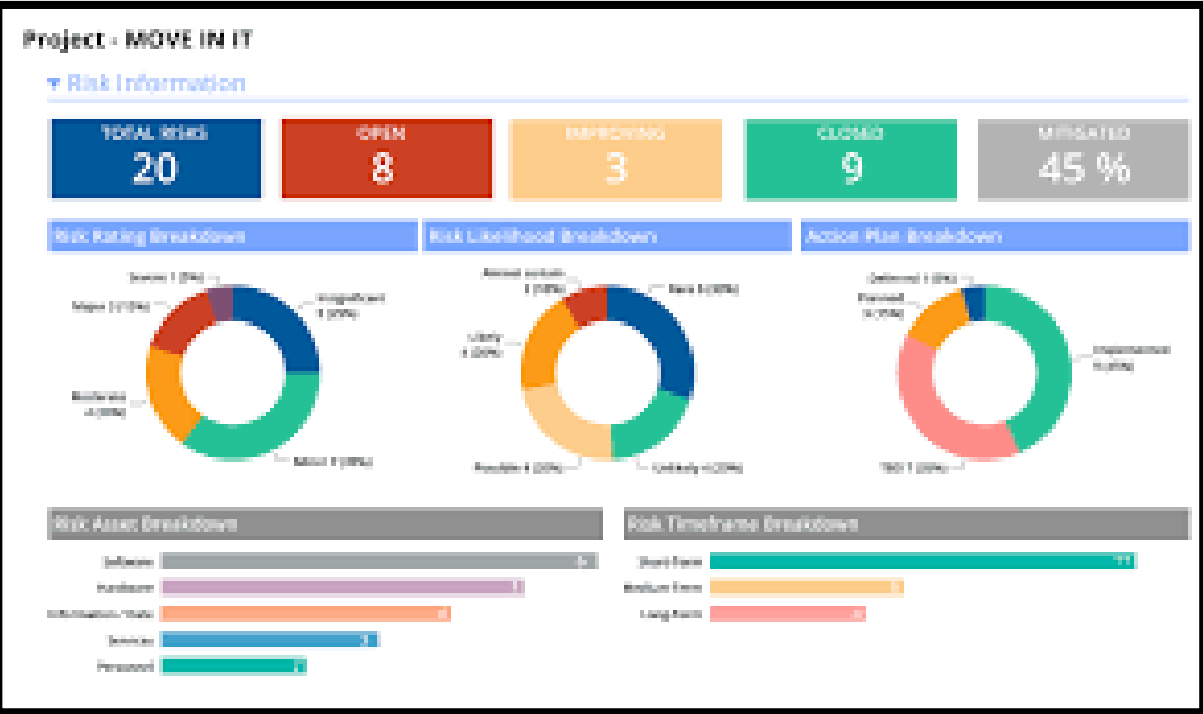
GANTT CHART

COMMUNICATION AND CHANGE TOOLS

CHANGE REQUEST LOG

A change log is a document that tracks all modifications, updates, or revisions made to a project during its lifecycle, serving as a central record for changes to scope, budget, schedule, or resources.

PROJECT MANAGEMENT CHANGE LOG – EXAMPLE							
PROJECT NAME			PROJECT MANAGER			LAST UPDATED	
						00/00/0000	
CHANGE NO.	CHANGE TYPE	OWNER NAME	CHANGE DESCRIPTION	ACTION	IMPACT	STATUS	PRIORITY
1	Compliance	Andrew Smith	Implement security patches to meet latest regulatory requirements.	Apply necessary security updates and conduct compliance audit.	Resources	Open	High
2	UI	Amy Lewis	Remove less-used feature to simplify UI.	Disable and remove feature from application.	Resources	In Progress	Low
3	Data	Edgar Poe	Integrate third-party analytics tool to enhance data insights.	Reach out to third parties. Negotiate cost. Configure and test integration with analytics API.	Scope and Budget	In Progress	Medium
CHANGE NO.	DATE OF REQUEST	EXPECTED RESOLUTION	DATE BEGUN	ESCALATION REQUIRED	DATE RESOLVED	COMMENTS	
1	11/02/20XX	6 weeks	11/05/20XX	Yes			
2	11/05/20XX	2 weeks	11/06/20XX	No			
3	11/30/20XX	6 months	12/06/20XX	No		We're waiting to hear back from third parties.	



A project management dashboard is a visual tool that displays real-time data, key performance indicators (KPIs), and project status in one central location, making it easier for project managers and teams to track progress, identify issues, and make data-driven decisions.

DASHBOARD

EVERY RISK HAS A STRATEGY

OPERATIONAL

Internal process failures (like Lucy's conveyor chaos)

COMPLIANCE

Missed regulations, skipped inspections

REPUTATIONAL

How your team looks when the chocolates start flying

FINANCIAL

threaten a company's financial stability, profitability, or ability to manage its finances



AVOIDANCE



REDUCTION



TRANSFER



ACCEPTANCE

A Software Enhancement must complete implementation in 2 weeks. A new requirement has arrived to adjust customer invoices to update an increase in cost of goods. There are three options:

- A.** Build an automation to evaluate the cost and adjust the invoice at the time the item is added.
Additional project time is 4 weeks and cost of \$5000.
- B.** Manual option – Create a pop up error message if product cost has changed in the last 30 days and enable the option for the employee to manually change the invoice.
Additional project time is 1 week and cost of \$1750
- C.** Add to Scope for Phase 2.

QUICK EXERCISE: NEW SOFTWARE ENHANCEMENT

What kind of risk are we facing?
What Risk Strategy exists for each option?

INTERACTIVE ACTIVITY

- Minimum 5 people in each group
- You have 15 minutes to build



THE DINO PROJECT

Break audience into groups of 4–6.

Your team is building an enclosure for dinosaurs.

Each person draws a role card. Each role has a requirement for the project.

- Designer
- Engineer
- Stakeholder
- Compliance Officer
- Sponsor

Build a gantt chart in 15 minutes

SCOPE STATEMENT

Build a secure enclosure for ONE T-Rex.

- Material: Concrete walls (5 months)
- Safety Gate: 1 month
- Feeding Hatch: 2 weeks
- Timeline: 6 months total
- Budget: Fixed: covers concrete OR wood, not both.

Follow all recommendations from the Compliance Officer.





REFLECTION

EVALUATE IMPACT

What broke down?
Communication or assumptions?

MANAGING CHANGES

How did “scope creep” show
up?

PEOPLE FIRST

Which soft skills saved you?

HOW TO MANAGE SCOPE CREEP

- 1 Utilize project tools and artifacts to create a visual project plan that aligns scope, time, and cost.
- 2 Evaluate which project risk and implement strategies to manage them.
- 3 Scope creep thrives on silence; leadership thrives on clarity and communication.

Call-to-action: “As you leave, think about your next project. Where do you need to be bold enough to say: this isn’t creep, this is risk?”

Survey
Feedback





**THANK YOU! GO FORTH AND BE CHANGE IN
SCOPE CREEP YOU WANT TO SEE!**