



PROJECT MANAGEMENT | PM-027

Project Scope Management and Change Control

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Course content

Why Attend

Scope creep and uncontrolled change are major causes of project overruns. Clear scope definition and disciplined change control keep projects focused and stakeholders aligned.

This Aractech course covers requirements gathering, scope statements, work breakdown structures, scope validation, change control processes, impact analysis, configuration links and managing stakeholder expectations. Participants define scope and handle change requests.

Course Methodology

- Practical workshops
- Case project
- Change request exercises
- Role plays
- Group discussions

Course Objectives

- Gather and document requirements
- Write clear scope statements
- Build work breakdown structures
- Validate and accept deliverables
- Run effective change control
- Manage stakeholder expectations about scope

Target Audience

- Project managers
- Business analysts

Course content

- Product owners
- PMO staff

Course outline

Detailed course outline

Day-by-day outline for Project Scope Management and Change Control.

Day 1 - Scope Fundamentals

- 09:00-09:45 | Scope management
- 09:45-10:30 | Product and project scope
- 10:30-11:00 | Scope creep
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Scope creep (continued)
- 11:45-12:30 | Roles
- 12:30-14:00 | Exercise: Scope problems

Day 2 - Requirements

- 09:00-09:45 | Requirements gathering
- 09:45-10:30 | Prioritisation
- 10:30-11:00 | Traceability
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Traceability (continued)
- 11:45-12:30 | Acceptance criteria
- 12:30-14:00 | Workshop: Requirements

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Day 3 - Scope Definition

- 09:00-09:45 | Scope statements
- 09:45-10:30 | Exclusions
- 10:30-11:00 | WBS
- 11:00-11:30 | Coffee break
- 11:30-11:45 | WBS (continued)
- 11:45-12:30 | WBS dictionary
- 12:30-14:00 | Exercise: WBS creation

Day 4 - Change Control

- 09:00-09:45 | Change process
- 09:45-10:30 | Impact analysis
- 10:30-11:00 | Change boards
- 11:00-11:30 | Coffee break
- 11:30-11:45 | Change boards (continued)
- 11:45-12:30 | Documentation
- 12:30-14:00 | Role play: Change request

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Day 5 - Validation and Stakeholders

- 09:00-09:54 | Scope validation
- 09:54-10:48 | Acceptance
- 10:48-11:00 | Expectation management
- 11:00-11:30 | Coffee break
- 11:30-12:12 | Expectation management (continued)
- 12:12-13:06 | Lessons learned
- 13:06-14:00 | Capstone: Scope management plan

Seminar dates

Available seminar dates

Live dates and pricing for Project Scope Management and Change Control generated from the course details page.

Date	Location	Format	Fee
9 - 13 November 2026	Barcelona	Classroom	€2,815
14 - 18 December 2026	Paris	Classroom	€3,825
18 - 22 January 2027	Dubai	Classroom	€1,845
15 - 19 February 2027	Amsterdam	Classroom	€2,830
15 - 19 March 2027	Geneva	Classroom	€4,315
19 - 23 April 2027	Istanbul	Classroom	€1,978
17 - 21 May 2027	Vienna	Classroom	€3,225
21 - 25 June 2027	Barcelona	Classroom	€2,815
19 - 23 July 2027	Cape Town	Classroom	€1,625
16 - 20 August 2027	Geneva	Classroom	€4,315

Seminar dates

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20 - 24 September 2027	Amsterdam	Classroom	€2,830
18 - 22 October 2027	Cape Town	Classroom	€1,625
15 - 19 November 2027	Istanbul	Classroom	€1,978
20 - 24 December 2027	Vienna	Classroom	€3,225
9 - 13 November 2026	Online / Live	Online / Live	€1,815
14 - 18 December 2026	Online / Live	Online / Live	€1,815
18 - 22 January 2027	Online / Live	Online / Live	€1,815
15 - 19 February 2027	Online / Live	Online / Live	€1,815
15 - 19 March 2027	Online / Live	Online / Live	€1,815
19 - 23 April 2027	Online / Live	Online / Live	€1,815

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17 - 21 May 2027	Online / Live	Online / Live	€1,815
21 - 25 June 2027	Online / Live	Online / Live	€1,815
19 - 23 July 2027	Online / Live	Online / Live	€1,815
16 - 20 August 2027	Online / Live	Online / Live	€1,815
20 - 24 September 2027	Online / Live	Online / Live	€1,815
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