



THE UNIVERSITY OF  
SYDNEY

**Project  
Management  
Course: Project  
Scope and  
Stakeholder  
Management**

*Centre for  
Continuing Education*

# Project Management Course: Project Scope and Stakeholder Management



This course offers an in-depth view of project scoping, from the original business case to the final realisation of project benefits. You will learn to work collaboratively to develop the suite of deliverables required to monitor and control your project scope.

## Prerequisites

None

## Intended audience

This course is for professionals involved in planning, coordinating or delivering projects and business improvement initiatives in their organisation. It applies across structured and fast-moving project environments, including engineering, construction, health, education, government, commercial and non-profit sectors.

- Project managers looking to improve planning, delivery and oversight
- ‘Accidental’ project managers managing projects without formal training
- Team leaders, supervisors and business leaders responsible for project outcomes
- Project coordinators, business analysts and subject matter experts
- Change leaders, managers and support staff involved in organisational initiatives
- Anyone working on projects who wants to better manage timelines, stakeholders and priorities



### Course duration

1 session, 8 hours total



### Time

9am - 5pm



### Format

Face-to-face  
or  
Online in real-time



### Dates

Browse available  
[course dates](#)

## Upon completion

Every participant receives a University of Sydney statement of completion.





## Outcomes

By the end of this course, you should be able to:

- define projects and project management
- describe the use of artificial intelligence (AI) in project management
- analyse a business case and benefits as inputs to the project scope
- develop a project charter, including definition of benefits, objectives, project governance, success measures and deliverables
- identify stakeholders required to define a project scope
- meaningfully engage with stakeholders to define fitness for purpose and develop requirements in a project plan
- develop a WBS, scope statement, requirements traceability matrix, configuration management
- ensure requirements flow through to statements of work through appropriate procurement strategies
- apply integrated change control methods to control or change scope after project commencement
- describe the role of projects in supporting benefits realisation at a program, portfolio and organisational level
- understand the difference between traditional and agile project management and when to use each approach.



## Content

### Strategy & business benefits

- An overview of projects and project management
- Context and business benefits or outcomes

### Initiating a project

- Aligning scope with strategy and benefits
- Identifying and engaging stakeholders
- Reviewing project governance requirements
- Preparing the project charter

### Engaging stakeholders in scope definition

- Defining stakeholders
- Levels of stakeholder engagement
- Stakeholder mapping
- Understanding stakeholder communication requirements

### Developing scope & requirements

- Scoping terminology and approaches to scoping
- Developing requirements, including traceability matrix and configuration management
- Creating a scope statement
- Developing a work breakdown structure
- Saving a scope baseline

### Controlling changes to scope

- Delivering on requirements using a project plan
- Integrated change control approaches and change requests
- Benefits realisation





*“Aligned with the course objectives and scope. Was very practical with relevant everyday examples”*

**Abbey Stuart**



*“The course offered practical and achievable strategies to enhance management processes. It was conducted in a welcoming and comfortable environment, fostering collaboration and learning among participants.”*

**Christine Ghali**



### **Delivery style**

This one-day course focuses on experiential learning. Content is broken into 10-15 minute blocks and immediately followed by group activities that put theory into practice.

A range of interactive methods will be used including:

- storytelling and the use of professional examples to illustrate key concepts
- self-reflection and group discussions
- case studies where the concepts are actively applied
- individual and team-based activities and presentations
- suggested readings to support continued learning after the course.

### **Materials**

You will receive:

- online course materials with case study activities
- an online project management toolkit with templates

### **What you need to do before the course**

Please bring your laptop to class to access the course learning materials.



### **Organisational training and development**

This course can be delivered as a private session for groups of six or more, and tailored to meet the needs of your business. Contact us to discuss our range of organisational training solutions.

[Learn more](#)



THE UNIVERSITY OF  
**SYDNEY**

We recognise and pay respect to the Elders and communities – past, present, and emerging – of the lands that the University of Sydney's campuses stand on. For thousands of years they have shared and exchanged knowledges across innumerable generations for the benefit of all.

Empower ambition,  
*inspire leadership*

**For more information**

Centre for Continuing Education  
+61 2 7255 1577

[cce.sydney.edu.au](http://cce.sydney.edu.au)

**Follow us**

 [@ccesydney](https://www.facebook.com/ccesydney)

 [@centreforcontinuingeducation](https://www.youtube.com/channel/UC...)

 [ccesydney](https://www.linkedin.com/company/ccesydney)