



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Develop Preliminary Project Scope Statement

Business, Commerce and Management Studies / Project Management

Unit Standard 243823 · NQF Level 5 · 12 Credits · 9 Days

COURSE OVERVIEW

This course equips learners with the skills to develop a preliminary project scope statement for simple to moderately complex projects. Participants will learn to define project boundaries, objectives, deliverables, and constraints, ensuring alignment with stakeholder expectations. The course provides a foundation for effective project initiation and scope management.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243823
Accreditation	SAQA Accredited · NQF Level 5 · 12 Credits
Duration	9 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply project scope management principles to define project boundaries and deliverables.
- Analyze stakeholder requirements to identify key project objectives and constraints.
- Evaluate project assumptions and risks to inform the scope statement.
- Design a preliminary project scope statement that includes objectives, deliverables, and exclusions.
- Implement techniques for validating the scope statement with relevant stakeholders.
- Demonstrate the ability to document and communicate the scope statement effectively.

WHO SHOULD ATTEND

- This course is designed for project managers, team leaders, and aspiring project professionals who need to develop scope statements for small to medium projects.
- It is also suitable for individuals involved in project initiation and planning within their organisations.

COURSE OUTLINE

Day 1: Introduction to Project Scope Management

- Overview of project management frameworks
- What is project scope?
- The project life cycle and scope management
- Key stakeholders and their influence on scope
- Introduction to the scope statement document

Day 2: Project Initiation and Charter

- Project initiation inputs and outputs
- Elements of a project charter
- Business case and stakeholder needs
- Product scope vs. project scope
- Authority and responsibility in the charter

Day 3: Gathering Requirements

- Requirements elicitation techniques (interviews, workshops, surveys)
- Creating a requirements traceability matrix
- Categorizing requirements (functional, non-functional)
- Prioritization methods (MoSCoW, Kano)
- Requirements validation and sign-off

Day 4: Defining Scope - The Scope Statement

- Scope statement template and sections
- Writing project objectives and deliverables
- Acceptance criteria definition
- Project exclusions and boundaries
- Constraints, assumptions, and risks

Day 5: Work Breakdown Structure (WBS)

- WBS principles and decomposition
- Levels of decomposition
- WBS dictionary and coding
- Rolling wave planning
- WBS verification and scope baseline

Day 6: Scope Verification and Control

- Scope verification vs. quality control
- Change control board and change requests
- Scope creep and its impact
- Variance analysis and earned value management
- Updating scope documentation

Day 7: Communication and Stakeholder Engagement

- Communication planning for scope changes
- Stakeholder analysis and engagement strategies
- Reporting scope status
- Conflict resolution techniques

- Documentation and version control

Day 8: Integrating Scope with Other Knowledge Areas

- Scope-schedule-cost-quality relationship
- Integrated change control
- Risk identification from scope assumptions
- Resource planning based on scope
- Case studies of scope integration

Day 9: Practical Application and Assessment

- Case study: building a scope statement from scratch
- Group presentation and feedback
- Role-play: scope change request handling
- Review of unit standard outcomes
- Final assessment and Q&A;

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **12 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 35,000.00	R 35,000.00
1	In-House	R 45,500.00	R 45,500.00
1	On-Campus (Pretoria)	R 52,500.00	R 52,500.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	13 Aug 2026	On-Campus	Cape Town, South Africa
04 Aug 2026	14 Aug 2026	On-Campus	Dubai, UAE
05 Aug 2026	17 Aug 2026	On-Campus	Pretoria, South Africa
05 Aug 2026	17 Aug 2026	On-Campus	Lagos, Nigeria
06 Aug 2026	18 Aug 2026	On-Campus	Johannesburg, South Africa
07 Aug 2026	19 Aug 2026	On-Campus	Mauritius
10 Aug 2026	20 Aug 2026	On-Campus	Dubai, UAE
11 Aug 2026	21 Aug 2026	On-Campus	Pretoria, South Africa

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243823) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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