# RICARDO VARGAS

# Project Charter and Scope Statement: Content and Differences

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# Ricardo Viana Vargas, MSc, IPMA-B, PMP

Ricardo Viana Vargas is a project, portfolio and risk management specialist. During the past 15 years, he has been responsible for over **80 major projects** in various countries in the areas of petroleum, energy, infrastructure, telecommunications, information technology and finances, comprising an investment portfolio of over 18 billion dollars.

He was the first Latin American volunteer to be elected Chairman of the Board for the **Project Management Institute (PMI)**, the largest project management organization in the world with close to 500,000 members and certified professionals in 175 countries.
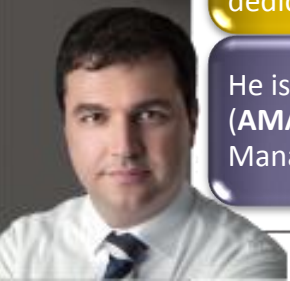
Ricardo Vargas has written **ten books** on project management, published in Portuguese and English, which have sold over 200,000 copies throughout the world. In 2005 he received the PMI Distinguished Award for his contribution to the development of project management and the PMI Professional Development Product of the Year award for the PMDome® workshop, considered the best project management training solution in the world.

He is a project management professor for various MBA courses, and actively participates on editorial boards for specialized journals in Brazil and the United States. Vargas is a recognized reviewer of the **PMBOK Guide**, the most important reference in the world for project management, and also chaired the official translation of PMBOK into Portuguese.

He is a chemical engineer and holds a master's degree in Industrial Engineering from UFMG (Federal University of Minas Gerais). Ricardo Vargas also holds a Master Certificate in Project Management from George Washington University and is certified both as a Project Management Professional (PMP) by PMI and as IPMA-B by the International Project Management Association. He attended the Program on Negotiation for Executives at **Harvard Law School**.

Over an eleven year timeframe, which began in 1995, Ricardo, in conjunction with two partners, established one of the most solid Brazilian businesses in the area of technology, project management and outsourcing, which had a staff of **4,000 collaborators** and an annual income of 50 million dollars in 2006, when Ricardo Vargas sold his share of the company to dedicate himself on a fulltime basis to the internationalization of his project management activities.

He is a member of the Association for Advancement of Cost Engineering (**AACE**), the American Management Association (**AMA**), the International Project Management Association (**IPMA**), the Institute for Global Ethics and the Professional Risk Management International Association (**PRMIA**).

# Project Charter

Document that officialy acknowledges the existence of a project.

Developed by corporate executive or sponsor

Defines the responsibilities and boundaries of both project manager and project

# Project Charter Contents

| | | |
|---|---|---|
| Project title | Introduction | Project manager and his/her responsibilities and levels of authority |
| Basic needs of the work to be performed | Product description | High level schedule |
| Initial cost estimates | Initial resource needs | Organizational support needs |
| Project information management and control | Approvals (corporate executive responsible for the creation of the document (external to the project) | |

# Scope Statement

*Scope Statement* is the document that formalizes the scope of everything that the project must produce, and it is used as a reference to future decision making

Developed by the project manager together with the team

It's kind of a "response" to the sponsor

# Scope Statement Contents

Project title

Name of the person who developed the document

Sponsor

Project manager, his/her responsibilities and levels of authority

Team members

Project description

Project objectives

Project justification

Project product

Client/sponsor's expectations

# Scope Statement Contents

Critical success factors

Assumptions and Constraints

Specific exclusions (what will not be produced by the project)

Main activities and strategies

Main deliverables

Basic budget

Deliverables and milestone plan

Register of changes in the document

Approvals

# Visit www.ricardo-vargas.com
to access other presentations, podcasts, videos and technical content about project , risk and portfolio management.