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Overview

Seminar Description

Scope of work gives appraisers and reviewers the ability to tailor each assignment appropriately for the circumstances. Understanding scope of work can increase client satisfaction and lead to new business opportunities for appraisers and reviewers. But flexibility comes at the price of increased responsibility. Scope of work is a useful and powerful tool when handled by the competent professional. If the tool is misused, the results can have unfortunate consequences. An appraiser or reviewer must give careful thought to the scope of work determination, properly apply the scope of work, and clearly explain it in the appraisal or review report.

The concept of scope of work has been used in the valuation profession for many years. This very broad concept reaches into all aspects of the development process. It is based upon the appraiser's judgment regarding the information and type of analysis necessary in each assignment to produce a meaningful result and a credible appraisal. Scope of work is the key step between identifying the appraisal or review problem and the appraisal or review development process. After identifying the key elements of problem identification, the appraiser or reviewer can decide what needs to be done to arrive at credible opinions and conclusions in a manner that addresses the needs of the intended users.

The scope of work determination is the most critical one made in an assignment. Therefore, it is necessary to properly inform the client and any other intended users of the extent of information researched and the level of analysis completed in each assignment. With an appropriate disclosure, the client and any other intended users will not be misled about the reliance they can place on the appraisal or review.

This seminar provides an opportunity to explore scope of work in depth. Concepts, principles, and terms are addressed. Case studies present a variety of assignment situations. You will gain useful tools to use in approaching different appraisal and review circumstances. You will gain confidence in the scope of work decisions you make for all of your assignments. You'll have new ideas about other areas of practice you might want to explore.

Seminar Objectives

At the end of the seminar participants will be able to

- Understand the evolution of scope of work in valuation standards.
- Understand the level of flexibility scope of work provides in appraisal and review assignments.
- Recognize the parameters that define an assignment and know how to identify the client's problem to be solved.
- Demonstrate understanding of the numerous ways scope of work can be varied.
- Write clear, concise, and accurate scope of work statements for assignments.
- Understand how a broad variety of services can be performed under valuation standards.

Learning Enhancements

The seminar has been designed with a variety of elements to enhance your learning experience.

- **Preview.** To give you a taste of what is to come, you will find a preview page that begins each part. Included on the preview page is a brief overview of the content, learning objectives to consider as you move through the content, and learning tips that will assist you in understanding the information you're about to learn.
- **Learning Objectives.** Each learning objective covers essential information you need to know to fully understand the concepts in the seminar. Look them over before the part begins so that you have a frame of reference while moving through the material. At the end of each part, read the objectives again. Are you able to do what is stated? If not, this is the time to ask your instructor for help or to review the concepts you do not understand.
- **Examples, Discussion Questions, Problems, and Exercises.** Supplementing the lectures, we've included examples, discussion questions, problems, and exercises to help you visualize and practice what you're learning.
- **Case Studies.** Throughout the Appraisal Institute curriculums, case studies of varying length and complexity are used to help participants apply what they have learned.
- **Review.** Each part concludes with a review. Included in the review are the learning objectives and key terms and concepts that have been covered.
- **Suggested Solutions.** Answers to many of the problems are provided behind the solutions tab at the back of this handbook.

Classroom Guidelines

To make the learning environment a positive experience for everyone, please follow these guidelines:

- 100% attendance is required. No exceptions.
- Limit use of laptops to classroom projects.
- Communicate with business associates during break time instead of class time.
- Put away reading materials such as newspapers and books that are not used in class.
- Silence cell phones.
- Use recording devices only if prior permission has been granted.
- Refrain from ongoing conversations with those seated near you and other distracting behavior.

General Information

- **Breaks.** There will be two 10-minute breaks during the morning session and two 10-minute breaks during the afternoon session. The lunch break is one hour.
- **Attendance sheets** will be distributed during class to verify attendance during the morning and afternoon sessions.
- **Certificates of completion** may be downloaded upon completion of the seminar. Attendance for the entire seminar is required.

Recommended Texts

- *Scope of Work*, 3rd edition, Chicago: Appraisal Institute, 2020.
- *The Appraisal of Real Estate*, 15th edition. Chicago: Appraisal Institute, 2020.
- *The Dictionary of Real Estate Appraisal*, 6th edition. Chicago: Appraisal Institute, 2015.

Recommended Resources

- Uniform Standards of Professional Appraisal Practice (USPAP), current edition, The Appraisal Foundation, www.appraisalfoundation.org
- International Valuation Standards (IVS), current edition, International Valuation Standards Council, www.ivsc.org
- Standards of Valuation Practice (SVP), Appraisal Institute, <https://www.appraisalinstitute.org/assets/1/29/SVP.pdf>