

Scope Creep Decision Sheet

Compare the new request with the agreed boundary, price the real impact, and wait for written approval before extra work begins.

1. Capture the request

EXACT REQUESTED OUTPUT

RELEVANT SCOPE / SOW LINE

REQUESTED DEADLINE

APPROVER

RECEIVED DATE AND CHANNEL

4. Calculate the full impact

ADDITIONAL PRICE

NEW DELIVERY DATE

PRODUCTION AND REVIEW EFFORT

DEPENDENCIES / REWORK RISK

OTHER SCHEDULED WORK AFFECTED

2. Classify before work

- ☐ Included in the agreed scope
- ☐ Clarification could change effort or risk
- ☐ Paid change: added work or changed assumption

5. Decision-ready reply

Thanks for the request. I compared it with the agreed scope.

It is [included / unclear / a paid change].

The impact is [price] and [delivery date].

I will begin after [clarification / written approval].

Do not call included work extra. Do not price a vague change. State timing even when the client accepts the price.

3. Approval record

DECISION SENT ON

APPROVED BY / DATE

WHERE APPROVAL IS STORED

WORK STATUS

NEXT REVIEW

Optional tool: ScopeBill

Scan to view the U.S. App Store page. The campaign link identifies this printable.



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