Instructions for:

Scope Change Request

A scope change request document presents a proposed modification to the project’s scope and guides a formal review and approval process. It details the change, including its description, justification, and impacts on schedule, budget, and resources. The document facilitates stakeholder evaluation and approval. It supports traceability and informed decision-making, safeguarding project success and stakeholder agreement.

**Fields:**

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| Description of Project Scope Changes | The primary section for outlining the proposed modifications to the project's scope. This field provides a clear, concise, and detailed explanation of what changes are being requested, ensuring all stakeholders understand the nature and extent of the proposed adjustments. |
| Justification | Explains why the proposed change is necessary, providing a compelling rationale to support decision-making. It outlines the problem that requires solving, the benefits that were previously unknown, or otherwise the critical needs driving the change. |
| Impact on Project | Outlines the effects of the proposed change on the project’s key elements. For example, additional tasks or modified deliverables are analyzed for their ripple effects on schedule, cost, resources, or risk profile. This section ensures stakeholders understand the change’s implications on project objectives. |
| Supporting Documentation | Lists references and materials that substantiate the proposed scope change. For example, revised plans, diagrams, contracts, or data analyses that provide context or evidence. These documents ensure that stakeholders have comprehensive information to assess the change’s feasibility, impact, and alignment. |

**Related Documents:**

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| Scope Management Plan | Outlines how project scope will be defined, developed, monitored, controlled, and verified. It includes processes for managing scope changes, ensuring all project work aligns with objectives and preventing scope creep, thereby helping to manage project schedules and costs. |
| Scope Statement | Defines what is and isn't included in the project's work. Sets a project’s boundaries, objectives, deliverables, and key requirements, ensuring clarity for stakeholders. This document guides project execution, prevents scope creep, and aligns expectations. |
| Requirements Traceability Matrix | Links requirements to their origins, test cases, and deliverables, ensuring all project requirements are met. It tracks requirement status, verifies implementation, and ensures alignment with stakeholder needs. |