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**Process**

Follow these steps to handle changes in scope:

1. **Stay calm**. Remind yourself that the original project scope documents were created at a time when you knew less than you know now. Given the new knowledge and circumstances, you need to modify your plan. This will likely result in your having to ask for more time, more resources, more money, and other concessions from your sponsors or stakeholders. Realize that you’ll simply need to analyze the situation and make a solid case for your new requirements. So there’s no need to panic.

2. **Pinpoint the exact change**. Clearly and dispassionately state the exact scope of the change that is required.

3. **Analyze the impact of the change**. Specify how the change will impact:

* Schedule
* Quality of the finished product
* Costs
* Project team assignments, including level of effort
* Other deliverables, including their amount and quality

4. **Discuss the impact with your project team**. Assemble relevant team members and brainstorm alternatives for handling the change with as little impact as possible.

5. **Report the impact to the sponsor**. Make sure the sponsor is aware of implications of the change by discussing the change with the sponsor and his key stakeholder-recommenders.

6. **Update the project scope statement and overall plan**. Make an addendum or a complete revision, if appropriate, of the project schedule, work breakdown structure, scope description, and so on. Make sure you note all of the conditions that led to the change, the people who discussed alternatives, and the people who selected the recommended alternative. Document it—get it in writing.

7. **Obtain written sponsor approval of the change and the corresponding revised plan**. To guard against “amnesia” on the part of the sponsor, make sure the sponsor signs a document acknowledging the scope change and its rationale.

Reference

Greer, M. (2010). *[The project management minimalist: Just enough PM to rock your projects!](https://class.waldenu.edu/bbcswebdav/institution/USW1/201360_04/MS_INDT/EDUC_6145/Week%201/Resources/Week%201%20Resources/embedded/PM-Minimalist-Ver-3-Laureate.pdf%22%20%5Ct%20%22_blank)* (Laureate custom ed.). Baltimore: Laureate Education, Inc.