Does your Scope Creep

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What is Scope Creep

Scope creep is when a change—an update, addition or a deletion—to the whole or even part of the project has been requested when the project is already underway.
When Does Scope creep happen

Scope creep happens throughout the project and if not managed properly it could cause your project to fail.

Beware of Scope Creep!
How Does scope creep happen

Even when there’s a clearly defined project scope, you still have to beware of scope creep.

Rolling out new features:
• The Cool next thing
• “Would it be better if...”
• “Could we ...”

High Influential stakeholders jump on board
• Stop and evaluate the project

Scope control starts on day one.
How to manage Scope

It’s no secret that managing scope creep in project management can be a daunting challenge.

Since the project scope is often fluid in nature.

It can easily become disastrous if it’s allowed to get out of control.
Knowing Your Scope

Clearly understand the project vision

Know the project priorities

Understand the main features required, deliverables and milestones

Plan for Scope Creep
Key Documents to Knowing Your Scope

Project Charter
Requirements Document
Statement of Work
Scope Document
How to manage Scope

Changes will occur, so how do you handle the request?

• Change document

• Impact Statement
Stakeholders and Communication

- **Register** – Documented list of stakeholders to refer to through the duration of a project

- **Analysis** - Stakeholder Analysis is a systematic way to analyze stakeholders by their power and interest.

  - High power, high interest stakeholders are Key Players.

  - Low power and low interest stakeholders are least important.
Stakeholders

**Meet Their Needs**
- Engage and Consult
- Increase/maintain level of interest
- Aim is to move them to the right
- Could be a risk to your idea

**Key Player**
- Manage closely
- Involve in projects and decisions
- Engage on a regular basis and work to maintain the relationship

**Low Priority**
- Monitor
- Communicate generally to keep updated
- Aim to move to the right

**Keep Informed**
- Make use of interest through involvement
- Consult on their area of interest
- Can be a supporter/ambassador

Influence/Power of Stakeholder

Interest of Stakeholder
Effective communication is the key

What kind of communication is required?

Who needs to be communicated with?

How frequent is the communication required?

What needs to be communicated?
## Communication, collaboration, etc tools

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Is your scope Creepin’?
THANK YOU