PROJECT SPONSORS AND PROCUREMENT

How to avoid scope creep and change orders

Scope creep becomes change orders. Lock scope with testable criteria, register exclusions, cap change-order spend, and track every proposal version.

WHAT'S INSIDE

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Scope creep is the uncontrolled expansion of a project's requirements after the contract is signed - and on a vendor deal it almost always arrives as a change order.

01

Lock scope with testable criteria

A requirement without an acceptance test is an invitation to dispute. Define each deliverable with a testable criterion - what specifically counts as done - so "that's not what we meant" never becomes a billable change.

02

Register the exclusions

Make the vendor list, in writing, everything excluded from the fixed price with a dollar-impact estimate. An exclusion you've named and priced is a negotiation; an exclusion you discover mid-implementation is a change order.

03

Cap change-order spend

Negotiate an aggregate cap on change-order value and a governance process: who approves, against what criteria, at what price. Without a cap, the fixed-fee proposal is a floor, not a ceiling.

04

Track every proposal version

Scope drifts between proposal revisions - a line quietly disappears, a number softens. Keep a commitment ledger comparing versions so anything dropped is caught before it becomes a gap you pay to fill later.

PUT THIS TO WORK

Walk into every evaluation with the vendor's own playbook.

- A vendor-proof scope, issued before any proposal
- Gap analysis scoring every proposal against your scope
- A risk-weighted interrogation kit for the vendor meeting
- Scope-drift detection across proposal versions

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