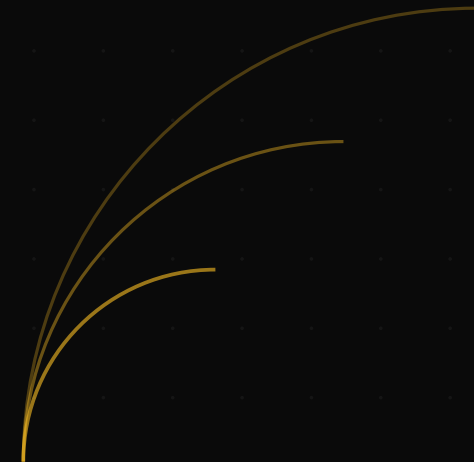


PROJECT SPONSORS AND PROCUREMENT

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.



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.

WHAT'S INSIDE

4 steps in this guide

- 01 Lock scope with testable criteria
- 02 Register the exclusions
- 03 Cap change-order spend
- 04 Track every proposal version

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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