Scope change request

Questions marked * are required.

Completed by _____ Date _____

1 Request a change to the scope

> Anything outside the agreed scope goes through here, so we can price it and plan it properly.

1. **Your name ***

2. **Email ***

3. **Project ***

4. **What would you like to change or add? ***
   Describe the new work as precisely as you can...

5. **Why is it needed now?**
   What changed on your side, and what happens if it waits...

6. **Which parts of the agreed scope does this replace or affect?**
   Name the deliverables you think are touched, even if you're not sure.

7. **How urgent is it? ***

Tick one.

- ◯ Needed immediately
- ◯ Needed within two weeks
- ◯ Before the project ends
- ◯ No fixed date

8. **Can the deadline move? ***

Tick one.

- ◯ Yes, the deadline can move
- ◯ No, the deadline can't move
- ◯ Not sure yet

If you chose “No, the deadline can't move” in question 8.

9. **What could be dropped to fit this in?**

If the date is fixed, something else has to give. What would you choose?

10. **Is there extra budget for this? ***

Tick one.

- ◯ Yes
- ◯ No
- ◯ Not sure yet, I need to ask

> **Noted. We'll send a revised quote for this change before any work on it starts.**

11. **Who signs this off? ***

Tick one.

- ◯ I do
- ◯ Someone else on my side
- ◯ Not decided yet

If you chose “Someone else on my side” in question 11.

12. **Their name and role**

If you chose “Someone else on my side” in question 11.

13. Their email

Request received

We'll come back with the cost and the effect on the timeline before starting anything.