



The Magic of the Change Budget





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- First grade teacher
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Now

- WordPress ***Solution Provider***
- WordCamp ***Speaker***
- Local ***Educator***
- WP Roadmaps and Coaching
- GoDaddy Pro Ambassador





What is Project Success

- On time
- Within budget
- Features that meet the client's business requirements
- Retains your planned profit margin





How to Achieve Project Success

Successfully Managing the Triple Constraint





The Enemy to Project Success

**SCOPE
CREEP**



image courtesy of wapu.us



What is Scope Creep?

When your WordPress project slowly moves into work activities and related costs that weren't previously agreed upon.





How a WordPress Project “Creeps”

- Lack of clarity
- Beginning design and development too early.
- Over-promising with an unrealistic completion date.
- “Gold-plating” disguised as “over-delivering.”





Common Ways Clients Create Scope Creep



"Is it too late to add four floors?"

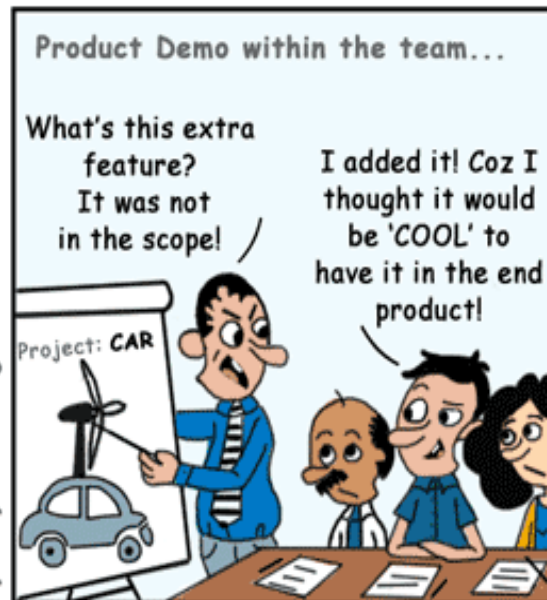


Common Ways YOU Can Create Scope Creep

Project Management **FUN-DAS™**



by Project Management Institute



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Scope Management

'Gold plating' means the addition of feature not considered in the original scope plan & is considered a bad project management practice.

All characters appearing in this work are fictitious. Any resemblance to real persons, living or dead, is purely coincidental.



Results of Scope Creep

- Eats into your budget
- Reduces profit
- Ruins your deadline estimates



YOU LOSE MONEY!



How to Control Scope Creep

- Establish a good change control procedure
- Use a change budget
- Invoke the change control procedure **without exception**





What is a Change Budget?





Why Not Just Pad the Estimate?





Using a Change Budget...

- Sets the proper expectation for the client regarding potential change





Using a Change Budget...

- Puts the client in charge of change





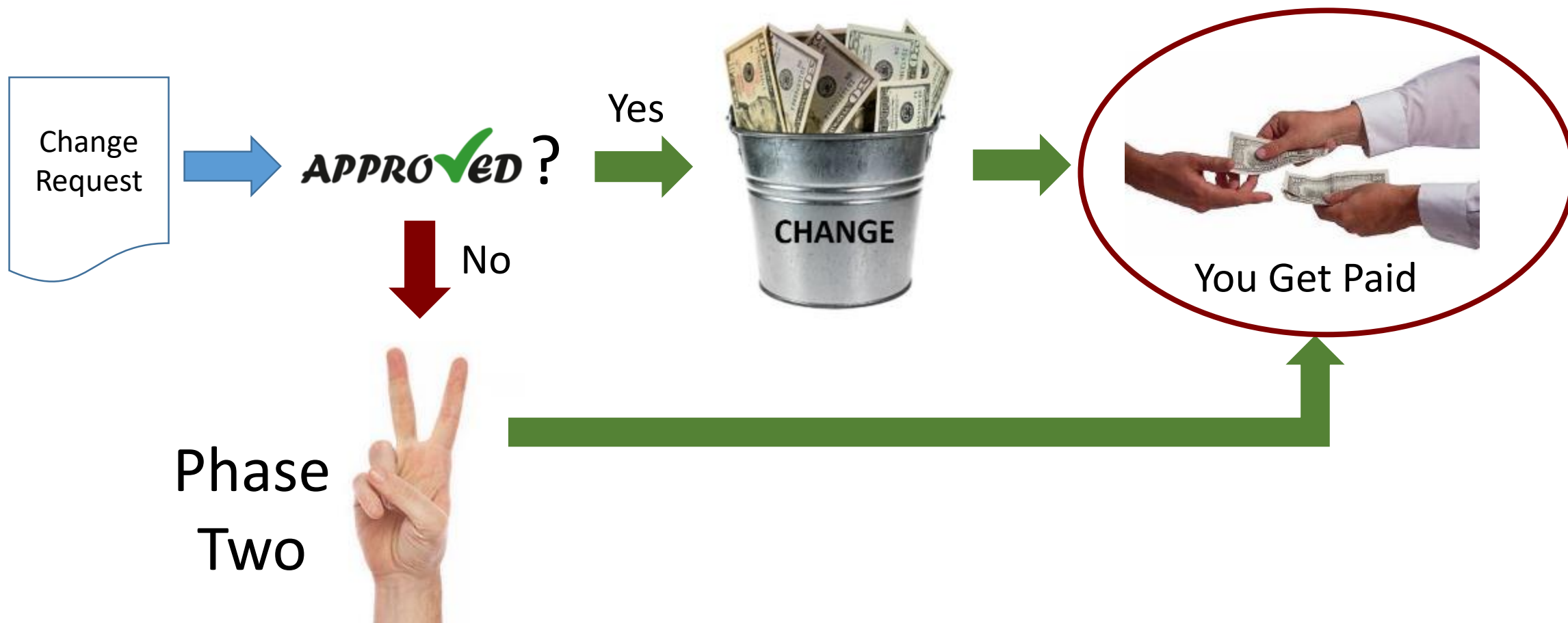
Using a Change Budget means...

- You get paid for all the work you do
- You to ALWAYS come in UNDER budget!





Getting Paid for All the Work





ALWAYS Coming in Under Budget

- Project Work Estimate = \$5000
- Change Budget (30%) = \$1500
- Total Project Estimate = \$5000 - \$6500



=

If you don't use all the change budget, you came in under budget!!



Elements of a Good Change Control Procedure

- Uses a change budget
- Defines what constitutes a change
- Identifies who can initiate a change request
- Establishes that all change requests are in writing
- Identifies who will assess impact to the project
- Uses a change request log





Elements of a Good Change Control Procedure

- Specifies where the change requests will be maintained
- Identifies who will approve or reject the change request
- Specifies how long a change approval or rejection should take
- Clearly states what happens if the client does not respond
- Specifies when payment for the change request is due



Sample Change Request Procedure

<https://wproadmaps.com/templates>



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thank you



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