The Magic of the Change Budget

Brought to you by...

The WP Project Manager's Academy

Beth Livingston

- First grade teacher
- M. Ed. in Instructional Design
- Training Specialist
- Technical Writer
- IT Business Analyst
- Project Manager

Now

- WordPress **Solution Provider**

- WordCamp **Speaker**

- Local **Educator**

- GoDaddy Pro Ambassador

- Creator/Director of…

The WP Project Manager's Academy
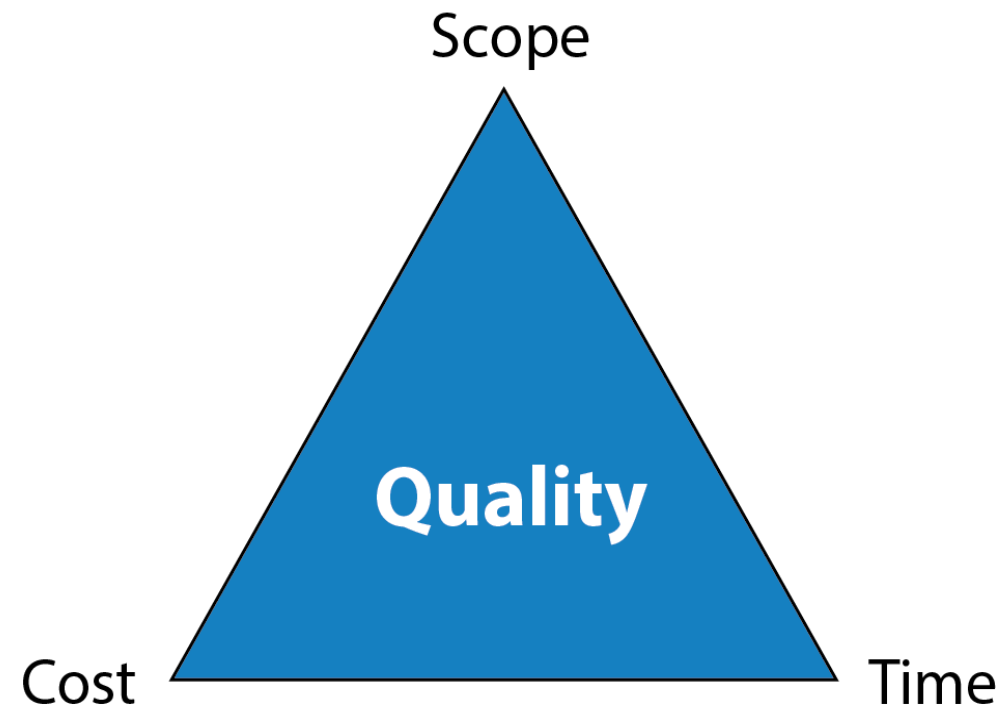
What is Project Success

- 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."
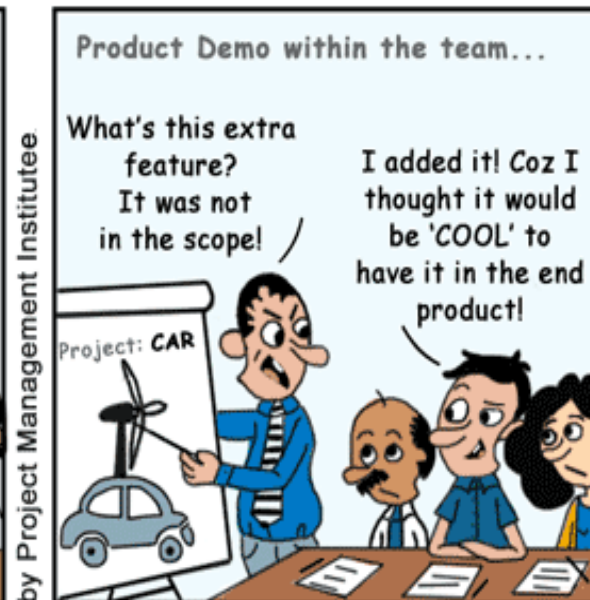
Common Ways Clients Create Scope Creep

"Is it too late to add four floors?"

Common Ways YOU Can Create Scope Creep

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
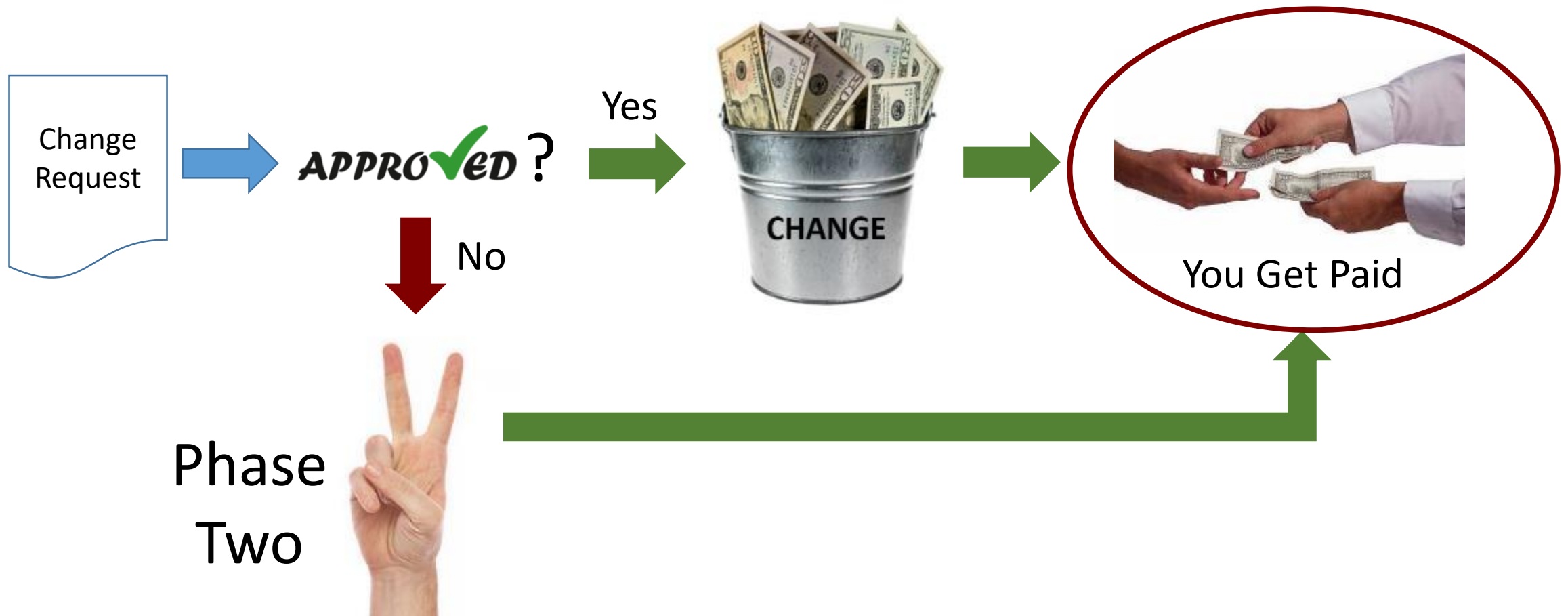
Using a Change Budget means...

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

Getting Paid for All the Work

Change Request → APPROVED?

Yes → (bucket of money / CHANGE) → You Get Paid

No → Phase Two →

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
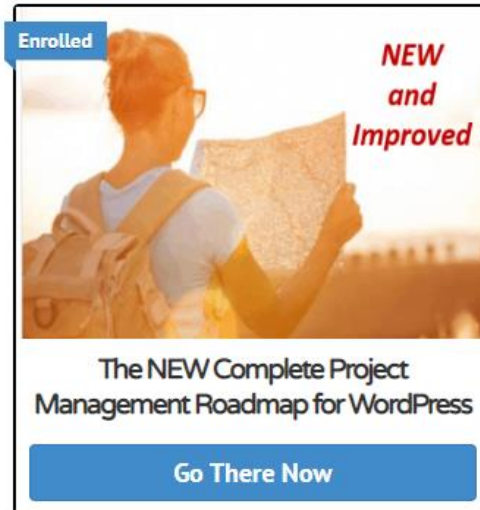- Identifies who will assess impact to the project
- Uses a change request log

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

How to Learn More…

The WP Project Manager's Academy

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WordPress Project
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