How to Stop Scope Creep Once and For All!

Brought to you by... The **WP** Project Manager's Academy

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- First grade teacher
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Now

- WordPress **Solution Provider**
- WordCamp **Speaker**
- Local **Educator**
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The
WP Project Manager's Academy

What You Will Learn

- What is Scope Creep?
- How Scope Creep Happens
- The Do's
- The Magic of a Change Budget
- Elements of a Good Change Control Procedure

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"

1. Lack of clarity

2. Beginning design and development too early.

3. Over-promising with an unrealistic completion date.

4. "Gold-plating" disguised as "over-delivering."

Scope Creep happens when you don't…

- Educate the client

- Spend enough time in the planning phase

- Acknowledge change as inevitable

- Abandon the crystal ball approach

- Position change as opportunity

- Establish and STICK TO a change management process

- Put the client in charge of change

DO Educate Your Client

1. It's not their fault they don't know
2. Discuss your management plan early
3. Be brutally honest about change
4. Suggest other options for content activities
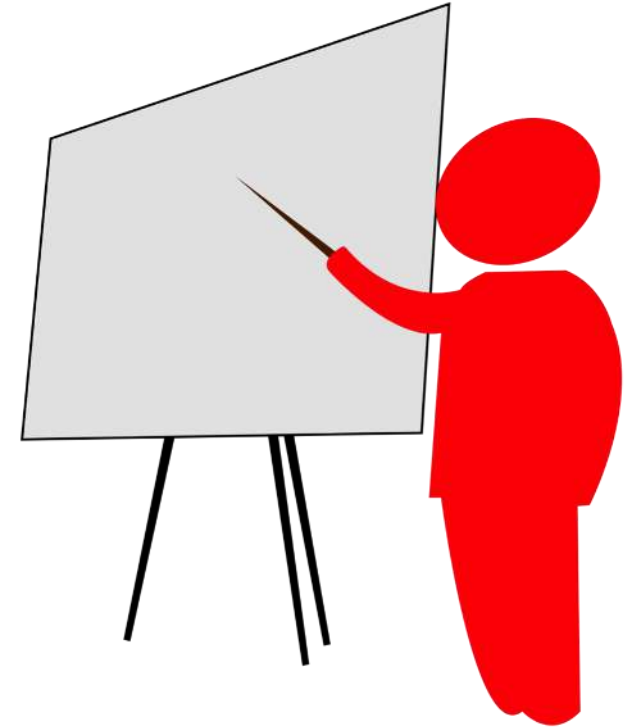
DO Spend Adequate Time Planning

GOD IS IN THE DETAILS

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Ph1 – Discovery   40%

Ph2 – Design and Planning   30%

Ph3 – Development and Testing   20%

Ph4 – Deployment and Training   10%

DO Acknowledge Change as Inevitable

DO Abandon the Crystal Ball Approach

DO Position Change as Opportunity

DO Establish and STICK TO a Change Procedure

DO Put the Client in Charge of Change
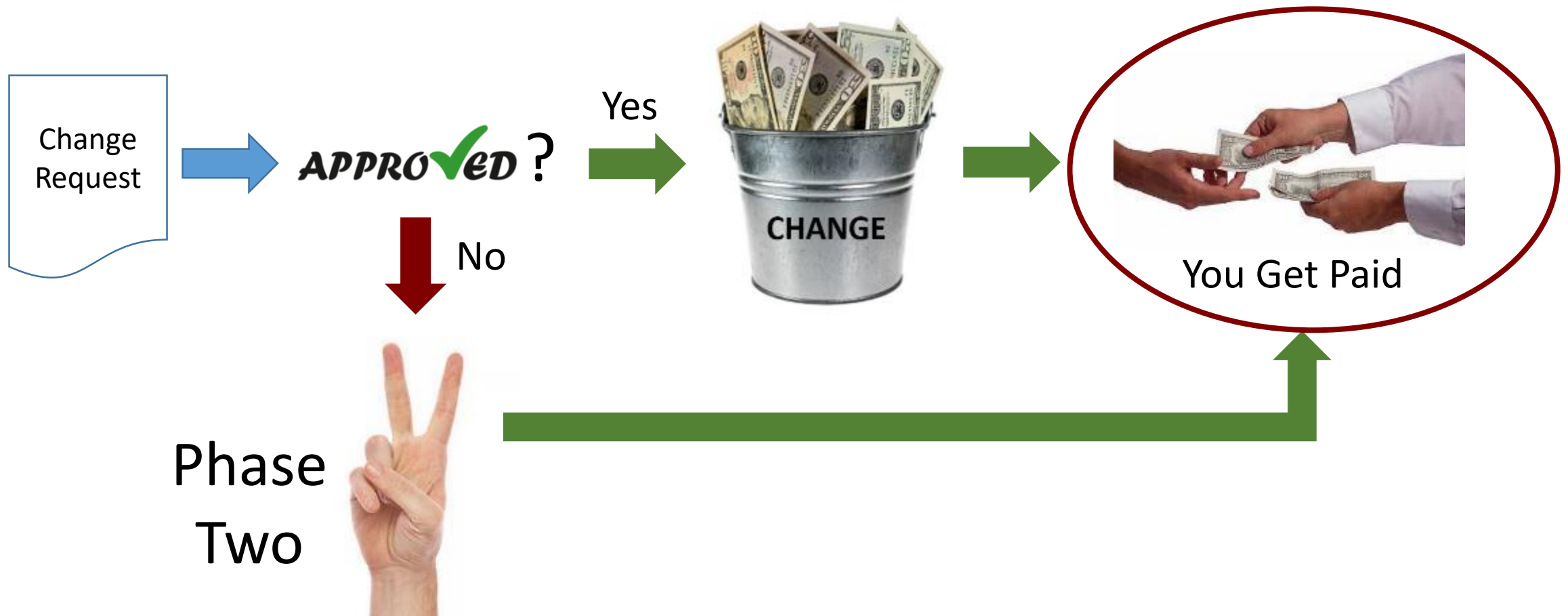
Use a Change Budget

Using a Change Budget means...

- You get paid for all the work you do
- You **_ALWAYS_** come in UNDER budget!

Getting Paid for All the Work

Change Request

APPROVED?

Yes

No

CHANGE

Phase Two

You Get Paid

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 Process

- 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

Everything
Is
Under Control!

Elements of a Good Change Control Process

- 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
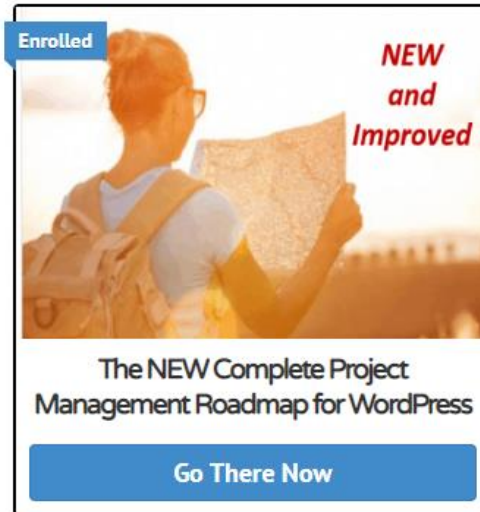- Specifies when payment for the change request is due

Review

- Educate the client
- Spend enough time in the planning phase
- Acknowledge change as inevitable
- Abandon the crystal ball approach
- Position change as opportunity
- Establish and STICK TO a change management process
- Put the client in charge of change

How to Learn More…

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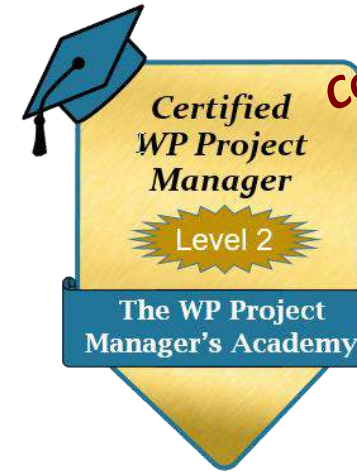
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