

NAME:

For each scenario, write down 3 ways scope creep could affect the project. try to imagine factors that may change out of your control.

For each scope change forecast, also write down how you might mitigate or control for those changes.

	Scenario	Scope Creep Possibilities	Scope Creep Mitigations
EXAMPLE	You are starting an agency to support rising actors in Ghana	Other creatives like musicians need these services too, and will wish to join	Creating policy on non-acting creative fields
		The actors need finance education and so I open a finance training institution	Limit finance training to 1 module
		There seems to be a strong acting market in South Africa so I push to start there at the same time	Rule out expansion until I have at least 10 actors as part of my Ghana agency
1	You are building a new payment app that makes dividing the bill easier for customer	Define a limited number of payment systems during the initial scope and add others in later versions.	
		Limit the number of splitting methods for the first release and gather user feedback for further additions.	
		Focus on the core functionality first. Social features can be added later as part of future releases.	
2	You are partnering with government to drill new boreholes for improved water access in your hometown	Mitigation: Set geographic boundaries for the project and expand only after the initial town's needs are met.	
		Mitigation: Clarify that the project is focused solely on water access and refer other requests to appropriate organizations.	
		Mitigation: Establish clear reporting frequency and formats in the project plan to prevent extra reporting requirements.	
3	You are planning an event for an entrepreneurship award ceremony	Set a fixed number of categories at the outset, with a possible review for future ceremonies.	
		Set a marketing budget and promotional plan in the beginning and stick to it.	
		Negotiate venue contracts upfront to cover only the necessary services for the event.	
4	You are opening a factory that manufactures yogurt	Stick to yogurt production for the first phase and evaluate expansion only after the factory is running smoothly.	
		Focus on production first and consider partnering with third-party distributors to avoid scope expansion.	
		Ensure that production volume aligns with market research and demand forecasts, and only increase production after meeting targets.	
5	You are looking to start a veterinary service in your hometown	Start with core veterinary services and consider adding other services based on demand and capacity.	
		Set clear geographical limits for the service area, focusing on stabilizing operations in the hometown first.	
		Clearly define the types of animals the clinic will serve and stick to the original plan.	