

reference

## \* Scope Creep:-

- It is the process of adding features & functionality to the project scope, without taking into account the effects it can have on time, costs & Resources.

Or it is the extra work that you did not initially plan to do & work that is not reflected or included in the agreed scope of the project.

It is caused by key project stakeholders changing requirements or sometimes from internal miscommunication.

## Causes of Scope Creep:-

### Poor Communication:-

- i> When original time & budget estimates are not met, it is due to poor communication or miscommunication.

Two scenarios are possible:

- Your team has been approached by the client & asked to make "few" changes to the scope without you knowing it.
- You have failed to communicate project requirements to the team & thus project slides in the unknown direction.

### ii> Sparsely defined Requirements:-

- It is a direct result of poorly defined requirements.
- The unclear scope from the beginning can't lead to a meaningful result.
- This happens when the team is denied to take the time needed to collect & define detailed requirements.

### iii> Missing Documentation:-

- One of the main reasons having project scope creep is the lack of a single source of truth for the team, clients & stakeholders.
- If there is lack of statement of work & depth in specific document, your project turns into a centre of ideas rather than clearly defined objectives.



#### iv) Lack of Control over Changes:-

- without a structured approval process, project teams might accept additional tasks informally.
- if there's no way to evaluate the impact of changes, team may take on extra work without considering constraints.

#### v) Long Projects:-

- Longer projects may have scope creep because accurate predictions are out of reach and
- also stakeholders have more time to refine their ideas.
- so, the longer the project runs, the higher the chances of scope creep are.

#### \* How to avoid scope creep:-

##### a) Define a Clear Project Scope:-

- Document detailed project scope, objectives, deliverables, timelines & constraints.
- Use a ~~Scp~~ Scope Statement or Statement of Work (SOW) to outline what is included.

##### b) Implement a Change Control Process:-

- Any new requests should go through a formal review process.
- Assess the impact of changes on cost, time & resources before approval.
- Maintain a Change log to track modifications.

##### c) Set Expectations with Stakeholders:-

- communicate that additional work requires additional time & resources
- Ensure client & stakeholders understand the consequence of scope changes.



d) Use a structured Project Management Approach:-

i) Agile Methodology:- Allows controlled flexibility in scope changes while maintaining deadlines.

ii) Waterfall Model:- Ensures clear project phases with minimal scope deviations.

e) Regularly Review Scope & Progress:-

- conduct weekly or bi-weekly reviews to ensure the project stays within scope.
- Use milestone tracking to monitor progress against the original plan.