# **Leading Projects**

with Daniel Stanton



# Scope Management Checklist

## Step 1.

Submit scope change request to Project Manager with a description of the problem and possible solutions

#### Step 2.

Investigate the impacts of the change on scope, schedule, and budget for the project

#### Step 3.

Determine whether to accept and implement the change request

## Step 4.

Modify project charter, and communicate change to team