

# Scope Creep Prevention Checklist

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## 10 Warning Signs of Scope Creep

1. "Quick" requests multiplying
2. Meeting time explosion
3. Vague language in communications
4. Feature comparisons to competitors
5. Scope documentation gaps
6. Timeline extensions without budget discussion
7. Team working unpaid hours
8. Invoicing delays or reductions
9. Undefined roles and decision-makers
10. Success metric shifts

## 5 Questions Before Accepting Changes

1. Is this within the original scope?
2. What is the time and cost impact?
3. Does this affect other deliverables?
4. Who will communicate budget impact?
5. What's our policy if client refuses budget adjustment?

## Budget Alert Setup Template

### Project Details:

- Project Name: \_\_\_\_\_
- Client: \_\_\_\_\_
- Total Budget: \_\_\_\_\_ hours
- Date Range: \_\_\_\_\_

### Alert Thresholds:

- Warning: 70% budget used
- Action Required: 85% budget used
- Emergency: 95% budget used
- Over Budget: 100% budget used

### Response Protocols:

- 70%: Review remaining scope within 24 hours
- 85%: Client conversation scheduled within 48 hours
- 95%: Work pause until scope/budget adjusted
- 100%: Emergency stakeholder meeting

## Quick Action Checklist

- Review all active projects for current budget status
  - Identify projects at 60%+ budget usage
  - Set up automated budget alerts
  - Create response protocol document for team
  - Schedule budget review meetings for at-risk projects
  - Document all scope change requests with cost estimates
  - Implement approval process for accepting scope changes
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**About ChronoFlow:** ChronoFlow is hour tracking and budget management software built for service businesses, agencies, and consultancies that struggle with scope creep. Our automated budget alert system helps you protect profit margins while maintaining great client relationships.

Learn more: [chronoflow.com.au](https://chronoflow.com.au)