

Scope and change report

All records

BASILINE EFFORT
120.0 d
5 baseline items summed

APPROVED CHANGE
+15.0 d
12.5% of baseline · alert at 10%

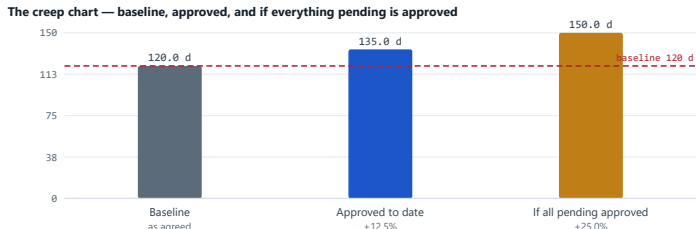
PENDING CHANGES
2
+15.0 d awaiting a decision

REJECTED OR DEFERRED
1
evidence the process has teeth

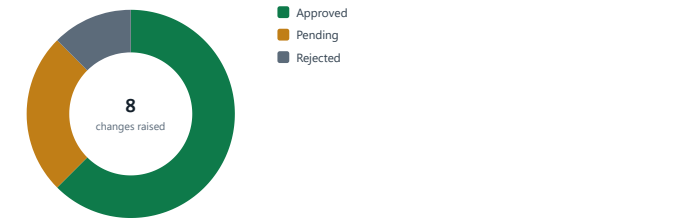
NET COST IMPACT
\$12,000.00
approved changes only, 5 of 8 raised

LONGEST PENDING DECISION
24 d
SC-011 · Customer-specific despatch labels

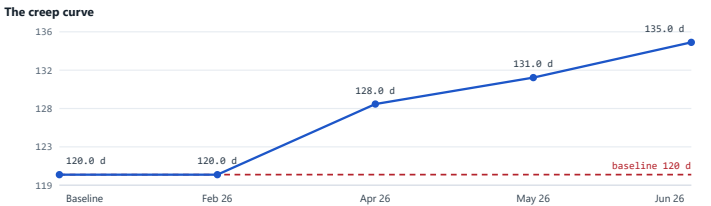
13 of 13 record(s) included. All records. Amounts in USD.



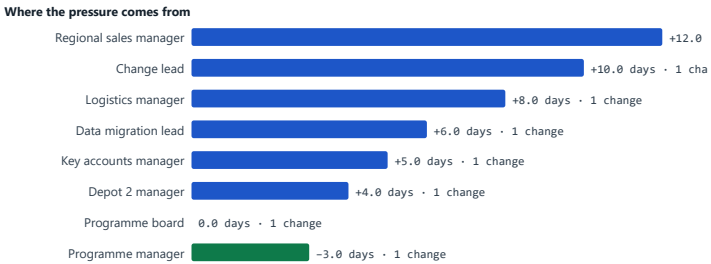
The dashed line is the baseline. The middle bar is where the project stands after approved changes; the right-hand bar is where it lands if every pending change is approved as it stands. The dashed line is the baseline. The middle bar is where the project stands after approved changes; the right-hand bar is where it lands if every pending change is approved as it stands.



A register where everything is approved is not scope control, it is a queue. A healthy register has visible rejections and deferrals. A register where everything is approved is not scope control, it is a queue. A healthy register has visible rejections and deferrals.



Cumulative effort as approvals land, starting from the baseline. A line that steps up every month and never comes down is a project whose end date has already moved, whether or not the plan says so. Cumulative effort as approvals land, starting from the baseline. A line that steps up every month and never comes down is a project whose end date has already moved, whether or not the plan says so.



Everything raised is counted, approved or not, because the point is where the requests originate. A green bar is a net removal — somebody taking scope out rather than putting it in. Everything raised is counted, approved or not, because the point is where the requests originate. A green bar is a net removal — somebody taking scope out rather than putting it in.

Scope baseline and changes

REF	TYPE	ITEM	EFFORT (DAYS)	COST	SCHEDULE (DAYS)	REQUESTED BY	DECISION	APPROVED BY	DECIDED
SC-001	Baseline	Requirements capture and process design, both depots	20.0	—	—	—	Approved	Programme board	2026-02-12
SC-002	Baseline	System configuration — order to cash	40.0	—	—	—	Approved	Programme board	2026-02-12
SC-003	Baseline	Data migration — customers, products and stock	25.0	—	—	—	Approved	Programme board	2026-02-12
SC-004	Baseline	Two interfaces — finance ledger and carrier booking	20.0	—	—	—	Approved	Programme board	2026-02-12
SC-005	Baseline	Training and two weeks of go-live support	15.0	—	—	—	Approved	Programme board	2026-02-12
SC-013	Exclusion	Integration with the customer's own ordering portal is exclude	—	—	—	Programme board	Approved	Programme board	2026-02-22
SC-006	Addition	One-way feed of parcel status from the carrier tracking servic	+8.0	\$6,400.00	+5.0	Logistics manager	Approved	Programme board	2026-04-19
SC-007	Addition	Second data cleansing round on the customer master	+6.0	\$4,800.00	+3.0	Data migration lead	Approved	Programme board	2026-05-13
SC-009	Removal	Remove legacy label printer support from phase 1	-3.0	-\$2,400.00	-2.0	Programme manager	Approved	Programme board	2026-05-31
SC-008	Addition	Mobile stock-count screens for the second depot	+4.0	\$3,200.00	0.0	Depot 2 manager	Approved	Programme board	2026-06-18
SC-010	Addition	Bespoke sales dashboard for regional managers	+12.0	\$9,600.00	+8.0	Regional sales manager	Rejected	Programme board	2026-07-02
SC-011	Addition	Customer-specific despatch labels for the two largest accounts	+5.0	\$4,000.00	+2.0	Key accounts manager	Pending	—	—
SC-012	Addition	Extend go-live support from two weeks to four	+10.0	\$8,000.00	0.0	Change lead	Pending	—	—
Totals		5 baseline · 8 changes	120.0 base / +15.0 net	\$12,000.00			approved only		

Pending decisions

REF	ITEM	TYPE	EFFORT (DAYS)	COST	REQUESTED BY	RAISED	DAYS PENDING
SC-011	Customer-specific despatch labels for the two largest ac	Addition	+5.0	\$4,000.00	Key accounts manager	2026-07-16	24
SC-012	Extend go-live support from two weeks to four	Addition	+10.0	\$8,000.00	Change lead	2026-08-03	6

Scope baseline and change register

PROJECT	REF	TYPE	ITEM	REQUESTED BY	RAISED	EFFORT	COST	SCHED.	DECISION	APPROVED BY	DECIDED	NET EFFORT (DAYS)	NET COST	DAYS PENDING
Warehouse system rollout	SC-001	Baseline	Requirements capture and process design, both depots	—	2026-02-10	20.0	0.00	0.0	Approved	Programme board	2026-02-12	0.0	0.00	2
Warehouse system rollout	SC-002	Baseline	System configuration	—	2026-02-10	40.0	0.00	0.0	Approved	Programme board	2026-02-12	0.0	0.00	2

PROJECT	REF	TYPE	ITEM	REQUESTED BY	RAISED	EFFORT	COST	SCHED.	DECISION	APPROVED BY	DECIDED	NET EFFORT (DAYS)	NET COST	DAYS PENDING
			— order to cash											
Warehouse system rollout	SC-003	Baseline	Data migration — customers, products and stock	—	2026-02-10	25.0	0.00	0.0	Approved	Programme board	2026-02-12	0.0	0.00	2
Warehouse system rollout	SC-004	Baseline	Two interfaces — finance ledger and carrier booking	—	2026-02-10	20.0	0.00	0.0	Approved	Programme board	2026-02-12	0.0	0.00	2
Warehouse system rollout	SC-005	Baseline	Training and two weeks of go-live support	—	2026-02-10	15.0	0.00	0.0	Approved	Programme board	2026-02-12	0.0	0.00	2
Warehouse system rollout	SC-013	Exclusion	Integration with the customer's own ordering portal is excluded	Programme board	2026-02-20	0.0	0.00	0.0	Approved	Programme board	2026-02-22	0.0	0.00	2
Warehouse system rollout	SC-006	Addition	One-way feed of parcel status from the carrier tracking service	Logistics manager	2026-04-11	8.0	6,400.00	5.0	Approved	Programme board	2026-04-19	8.0	6,400.00	8
Warehouse system rollout	SC-007	Addition	Second data cleansing round on the customer master	Data migration lead	2026-05-06	6.0	4,800.00	3.0	Approved	Programme board	2026-05-13	6.0	4,800.00	7
Warehouse system rollout	SC-009	Removal	Remove legacy label printer support from phase 1	Programme manager	2026-05-26	3.0	2,400.00	−2.0	Approved	Programme board	2026-05-31	−3.0	−2,400.00	5
Warehouse system rollout	SC-008	Addition	Mobile stock-count screens for the second depot	Depot 2 manager	2026-06-10	4.0	3,200.00	0.0	Approved	Programme board	2026-06-18	4.0	3,200.00	8
Warehouse system rollout	SC-010	Addition	Bespoke sales dashboard for regional managers	Regional sales manager	2026-06-25	12.0	9,600.00	8.0	Rejected	Programme board	2026-07-02	12.0	9,600.00	7
Warehouse system rollout	SC-011	Addition	Customer-specific despatch labels for the two largest accounts	Key accounts manager	2026-07-16	5.0	4,000.00	2.0	Pending	—	—	5.0	4,000.00	24
Warehouse system rollout	SC-012	Addition	Extend go-live support from two weeks to four	Change lead	2026-08-03	10.0	8,000.00	0.0	Pending	—	—	10.0	8,000.00	6

Notes

Sample data — replace every entry with your own before relying on it or circulating it.

This tracker measures the changes that were raised. Scope that grew quietly — work absorbed into an existing task, a helpful extra nobody wrote down, a requirement re-interpreted in a workshop — never appears here, and that is exactly the scope that hurts. Creep percentages depend entirely on the baseline entered; a baseline built after the project started will understate creep, and effort days are estimates rather than measurements. This is a record-keeping and control aid, not a contractual instrument, and it does not create, vary or evidence any agreement between parties.