

Keeping Control

SCOPE

Watch for Scope Creep

Warning signs:

- “While you're at it...” requests
- Verbal agreements to add features
- Unclear or changing requirements
- Contractor suggesting alternatives

CHANGE CONTROL

1. Identify

Document the request

2. Analyze

Assess cost / schedule impact

3. Decide

Get appropriate approval

4. Document

Update all project files

BUDGET

Variance Thresholds

Under 5%

Monitor and document

5 – 10%

Analyze root cause; notify PM

Over 10%

Prepare amendment; contact funder

COST TEST (2 CFR 200)

Allowable

Permitted by award terms

Allocable

Benefits the funded project

Reasonable

A prudent person would pay it

AMENDMENTS

What Needs Approval

Manage locally — usually OK:

- ✓ Line-item changes under 10%
- ✓ Moving within a cost category
- ✓ Using contingency as intended

REQUIRES A FORMAL AMENDMENT

- ✓ Line-item changes over 10%
- ✓ Adding new budget categories
- ✓ Changing the total award amount
- ✓ Scope changes or time extensions

REMEMBER

Document everything

Every change, decision, and variance — even small ones.

Communicate early

Flag problems before they become crises.

Get approval first

Never spend or miss a deadline before approval.

