Scope change cost record

Keep additional work separate from the original agreement.

Three steps

1. Record requested change
2. Estimate time and cost
3. Get written approval

A worked example

Request	Extra page
Extra hours	3
Extra fee	120
Approval	Pending
Schedule impact	One day

The extra page stays pending until scope and fee are agreed.

Do not assume approval from silence.

Scope change cost record

Use one row per item or decision. Start with what you know.

Request	Extra hours	Extra fee	Approval	Schedule impact

My next action / when