

SCOPE-CHANGE WORKED EXAMPLE

Adding a department changes the work

Original fictional example. Use the actual agreement and authorized procurement route. No price adjustment, contract right or service inclusion is implied.

Starting agreement

The agreed work examines one request handoff between two departments and produces a reviewed decision map. A third department asks to join after interviews have begun. Its requests use a different approval route. The original sponsor cannot assume that another interview is the only additional work.

Change record	Completed illustrative entry
Proposed change and reason	Include the third department so its different approval route can be examined. Requested by its department head; approval remains pending.
Effect on existing outputs	The map needs another boundary and additional review. The provider must explain the required discovery, participants and version changes.
Internal conditions	Third-department owner and appropriate approved examples must be available. Sponsor must resolve conflicting participation demands.
Options to compare	Keep the original boundary; defer the third department; or agree a revised scope. None is selected simply because a request was raised.
Commercial and timing question	Provider states the actual effect on effort, dates and fee. Authorized buyer reviews it through the agreement. No invented automatic proportional charge.
Decision and communication	Record the authorized decision, scope version, continuing exclusions and who receives the revised instruction. Until then, retain the original approved scope.

Your proposed change, owner and current approval state

Unresolved implication and next authorized decision

Read alongside: Scope and change approval.

EXIT AND HANDOVER PACKAGE

Hand over the routine and its open questions

Original fictional example: an internal manager will continue a decision review. This package specifies what to inspect, not proof that an engagement succeeded.

Handover component	Completed illustrative entry
Retained purpose	Review unanswered routine planning decisions so each has an authorized next step. Stop any temporary activity that no longer serves that purpose.
Routine and contributor roles	Internal manager prepares the current record; affected roles supply relevant input; authorized sponsor handles unresolved priority trade-offs. The coordinator maintains the file only.
Usable materials	Current decision map, review prompts, permitted example and open-issue register in the approved internal location. Actual rights, formats and continuing access must be agreed.
Internal-led cycle	Manager leads one appropriate ordinary review while the provider observes within scope. Examine preparation, boundaries, receiving understanding and remaining support. It is not certification.
Open issue	Backup arrangement for an absent decision owner remains unconfirmed. Record the responsible sponsor and next decision rather than assigning an unauthorized alternate.
Provider boundary	State the support actually included, end point and what needs a separate agreement. Do not rely on an undefined invitation to call later.
Next internal review	Choose a checkpoint that fits the routine. Examine whether it happened, which decisions it supported and what remains difficult.

Missing package component and who supplies it

Actual receiving owner and unresolved handover decision

Read alongside: Internal ownership and handover register.

DECISION-RIGHTS DISPUTE CASE

Two approvals may concern different choices

Original fictional administrative planning case. It does not allocate authority or change existing policy.

The disagreement

An event coordinator says a staff briefing can be scheduled because the content lead has approved the slides. The operations owner says the proposed time is unavailable under the current plan. Both point to an approval. First identify the choice each approval actually covers: content readiness and release of operating capacity are different decisions.

Decision to clarify	Required input	Authority question
Is the briefing content approved for its intended use?	The current content version, its purpose and any required review.	Which existing role may approve that use?
Can the intended participants attend at the proposed time?	Current commitments, required coverage and approved arrangements.	Which existing role may release or reschedule that capacity?
What happens if both cannot be satisfied?	Feasible alternative times or an explicitly narrower activity.	Which authorized sponsor can resolve the trade-off?

Worked response

The group records that content approval does not release participant capacity. The coordinator asks the operations owner for feasible alternatives and puts any unresolved priority choice to the authorized sponsor. The invitation remains provisional until the required decisions are complete. A facilitator helps separate the questions and records the answer without approving either one.

What does each purported approval actually cover?

Which input, boundary or separate approval remains unresolved?

How will the affected roles receive the actual decision?

Read alongside: Recurring choices, boundaries and separate approvals.