

This Free E-Book is brought to you by Natural-Aging.com.

100% Effective Natural Hormone Treatment
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!

Project Management: Avoid Work Scope Creep!

By Wendy Maynard

Project Management: Avoid Work Scope Creep!

Copyright 2005 Kinesis, Inc.

Congratulations! You've just got a new client for an exciting project that is going to be fun and profitable. You carefully discuss the work with her and she sends in a down payment.

BANG! You are off and running!

The following week, you are happily working on this exciting project and your phone rings. It is your great new client...wanting to make a slight change to the project. Hmmm...

Being the wonderful and oh-so-easy-to-work with consultant that you are, you agree, hang up the phone, and get back to work.

A couple of days later, the phone rings. It's your {AHEM} great new client again with a "few more ideas for changes."

"Well, okay," you agree, somewhat reluctantly, and hang up the phone. Now, you have to go back and revise some of your work to date and your original estimate no longer covers the scope of work. Your new and exciting project just officially became a stressful time suck that won't be such a great moneymaker.

Yes, it's the Dread Work Scope Creep. {B-horror film sound effects kick in here with a woman's scream at seeing the monster}

Does this sound familiar? If you – like many consultants – aren't managing the change process properly, the result will be:

stress # long hours # inadequate compensation # missed deadlines # an unhappy client # an unhappy YOU

Project Management: Avoid Work Scope Creep!

Well, there is hope. Here are some tips to help you manage those "little" changes to keep them from growing into the monster project with no end in sight:

Create a Contract: Ever heard the expression contracts keep friends? Well, it's true. Your written agreement should describe what you doing for this specific project, what each party is responsible for (deliverables), and how much it will cost. Also, make sure to include a line that explains costs for additional services, revisions, meetings, and so on that are requested by the client and are outside the scope of the agreed-upon project. Both parties should sign this **BEFORE** the onset of the project.

Communicate Changes: When your client calls asking for changes, make a note of the conversation. Then, write them down and e-mail or fax them to your client. Make sure you are clear about how this affects the project budget and/or deadlines. If it is a new client, you may want to consider a follow-up

call to ensure they understand how their request will impact the project.

Don't Overcommit: Don't say "yes" just because you are afraid to say "no." It is perfectly acceptable to tell your client "it won't work." Make sure to follow up with a valid explanation and tell them what you are willing to do. If your client doesn't respect you, your abilities, and your time constraints, he or she is not a client you want to keep.

By managing your work change process effectively, you will avoid the Dreaded Work Scope Creep {Horror flick scream again}. This will help ensure your projects and client relationships are profitable, pleasant, and manageable.

Wendy Maynard, your friendly Marketing Maven, publishes **REMARKABLE MARKETING**, a weekly ezine for business owners, freelancers, and entrepreneurs. If you're ready to skyrocket your sales, easily attract customers, and have more fun, get your **FREE REPORT** at:

<http://www.gomarketingmaven.com>

Computers answer PM "what if" questions?

By S. Maurer

Computers answer PM "what if" questions?

Project Management is now an essential part of all jobs.

The idea that complex plans could be analysed by a computer to allow someone to control a Project Management is the basis of much of the development in technology that now allow projects of any size and complexity not only to be planned but also modelled to answer "what if?" questions.

For quite some time, Project Management PM software tools have helped schedule and manage the time, materials, equipment, and labor to complete a project efficiently, on time, and within budget.

Project Management: Avoid Work Scope Creep!

Succeeding in any Project Management requires that you complete it on time, within budget and that it meets its objectives.

Easily understood in practice but everyone can recollect a Project Management that has been completed late or run over budget.

Good Project Management planning matches the work with the interests and capability of the specific people on your project.

Even the beginner project Director/Manager understands that competence matters when we ask people to do a task.

Interests might matter more.

In business/services/manufacturing Project Management is an art, a skill, and a demanding full-time job.

Project Managers are key employees in such manufactures as construction, engineering, architecture, manufacturing, and real estate development, but many opportunities for PMs exist outside these areas.

In high tech, for example, or biotech or pharmaceuticals, project Managers are responsible for launching new products, developing new technologies, and managing alliance programs with strategic partners.

In defining a Project Management [also called defining the "scope" of the project], you are setting parameters – building the box to hold the project plan.

The plan is the detail of how the Project Management will be accomplished.

The Project Management definition tells you what is inside and what is outside the box.

It sets limits on the Project Management.

Publishing Guidelines: You may publish my article in your newsletter, on your website or in your print publication provided you include the resource box at the end. Notification would be appreciated but is not required.

By S. Maurer

S. Maurer is a 53-years old college graduated IT professional, with 30 years of experience in the computer & technology business. Now is the Correspondence Courses Director of

<http://mba-open-university.net>

. Other languages in

<http://tips-on-project-management-pm.business-technology.us>



This Free E-Book has been brought to you by Natural-Aging.com.

[100% Effective Natural Hormone Treatment](#)
Menopause, Andropause And Other Hormone Imbalances
Impair Healthy Healing In People Over The Age Of 30!