



How Do You Handle Changes to the Agreement?

Handle Changes

Making changes to the scope of work are costly to everyone involved. By defining the project and scope of work as clearly as possible beforehand, and being transparent about your needs and weaknesses, you will decrease the likelihood that major changes are needed. If a change does seem necessary, however, think through the costs and benefits of changing the scope of work, time constraints, or other parts of the project and then make a deliberate decision. And, make sure that changes or additions are clearly understood and agreed upon by all parties.

Examples of where changes to the scope of a project are likely to happen include: web site design and implementation or the development and implementation of a marketing or development plan. While this list is clearly not exhaustive and it does not mean these types of projects will always result in scope changes, it is meant to provide you with some examples of types of projects that can present challenges.

As an example, The Forbes Funds currently has an agency that is doing a business plan but once the consultant got in there they realized the agency first needed extensive revamping of their accounting systems and organizational structure otherwise the plan that was envisioned would not work. Sometimes what seems like a simple strategic plan ends up being more involved and may even necessitate a re-look at the organization's mission and vision.

	Consultant	Nonprofit
Making changes	Making changes incurs high costs for consultants who have already invested time and money into the project and may need to re-do or add-on work and hours. Even though they may need to charge some additional fees because of changes, the fees may still not be enough to recoup the costs of the change	Making changes could cost you time, and whatever benefits results or money that the extra time would bring (the opportunity costs). On the other hand, if the change needs to be made it will usually cost you less to do it today than to put it off.
Not making the changes	Could result in a product that is less than satisfactory and perhaps a less than stellar reputation for the consultant. Be assured that consultants will usually see necessary changes through because they believe in your organization's mission and the preservation of their good reputation.	May result in a project or results that re irrelevant, or at best results that are not as good as they could be.

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