



Change Request and Scope Management Policy

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Nevin Consultant Group	October 22, 2025	v1.0

1. Change Request Submission

- a. All requests for changes to the scope, deliverables, timeline, or budget must be submitted in writing by the client or consultant. Requests should include a clear description of the proposed change, the reason for the change, and any supporting documentation.

2. Review & Evaluation Process

- a. Upon receipt of a change request, the consultant will review the request to assess its impact on the project scope, timeline, resources, and budget. The consultant may request additional information or clarification from the client as needed.

3. Approval Workflow

- a. Once the evaluation is complete, the consultant will provide a formal Change Request document outlining the proposed changes, associated costs, and revised timelines. The Change Request must be reviewed and approved in writing by both parties before any changes are implemented.

4. Impact on Timeline & Budget

- a. Approved changes may result in adjustments to the project schedule and/or budget. These adjustments will be clearly documented in the Change Request and reflected in the updated Statement of Work ("SOW").

5. Documentation & Sign-Off

- a. All approved Change Requests will be appended to the original SOW and maintained as part of the official project documentation. Each Change Request must be signed by authorized representatives of both the client and the consultant.