

**Document: Scope Change Log**

The Scope Change Log contains a summary of all scope change requests. Use it to track all scope change requests, and to make sure that scope change resolution is proceeding. The log should contain enough information to ensure that scope changes are not overlooked but should not be so detailed that scanning becomes difficult. To maintain readability, make sure that the information can fit across a single sheet of paper or can be displayed in a single window. Each scope change request should be represented on one line of the Scope Change Log.

If you choose to also utilize a specific Scope Change Request Form, then each of these detailed forms would map to one row on this log.