



Suhas Bhairav

AI Project Scope Change Checklist

Clear evaluation of value, effort, and impact for scope changes.

A practical, repeatable framework to evaluate and govern scope changes quickly.

Suhas Bhairav

suhasbhairav.com

Scope Change Value

Automated evaluation helps distinguish valuable changes from noise. It defines data needs, metrics, and guardrails for fast, responsible decisions.

Key move **Guardrail: require human sign-off for any change above risk threshold.**

PRACTICAL CHECKLIST

- 01** Automate initial triage using a standardized Impact Score to filter low-value requests.
- 02** Automatically pull data from the current plan, backlog, budgets, and risks.
- 03** Compute schedule and resource impact, flagging changes exceeding predefined thresholds.
- 04** Record a suggested scope boundary and implied cost in a shared ledger.
- 05** Keep human review for strategic fit, risk, and customer impact.
- 06** Define approvals for high-risk or high-value changes upfront.

Suhas Bhairav AI Resource

A practical, repeatable framework to evaluate and govern scope changes quickly.

Needed Data & Tools

Identify data sources and tool capabilities to support automated analysis and agentic workflows. Outline integration points with PM systems.

Key move Start with a weekly data refresh to confirm accuracy.

PRACTICAL CHECKLIST

- 01** Identify required data: current project plan, backlog, budget, risks, and dependencies.
- 02** Ensure PMIS integration with your automation layer for real-time analysis.
- 03** Define an Impact Score model: value, cost, schedule, risk, and strategic alignment.
- 04** Automate data collection and calculations for quick triage.
- 05** Preserve human review for scope boundary decisions and customer impact.
- 06** Establish data quality checks and privacy controls.

Suhas Bhairav AI Resource

A practical, repeatable framework to evaluate and govern scope changes quickly.

Adoption & Approvals

Outline the end-to-end process for evaluating change requests, including approvals, owners, and metrics. Provide a week-by-week plan to pilot the checklist.

Key move Set weekly reviews with ownership mapped to each change.

PRACTICAL CHECKLIST

- 01** Week 1: pilot automated triage on a limited set of changes in a single project.
- 02** Week 2: extend data feeds to include budgets and risks; test Impact Score.
- 03** Week 3: implement lightweight automation for schedule and cost impact.
- 04** Week 4: establish ownership, guardrails, and sign-off thresholds.
- 05** Ongoing: measure cycle time, forecast accuracy, and change success rate.
- 06** Tooling and data governance remain the responsibility of the PMO or project owner.
- 07** Ensure compliance with privacy, security, and regulatory requirements.

Suhas Bhairav AI Resource

A practical, repeatable framework to evaluate and govern scope changes quickly.

ABOUT THE CREATOR

Suhas Bhairav

I build AI systems that combine distributed architecture, retrieval, knowledge graphs, security, and practical workflow design. My focus is AI that can be used repeatedly by real teams: understandable, reliable, and grounded in the work people already do.

EXPERTISE

- Principal systems architecture and applied AI engineering
- Production-grade AI systems, agentic workflows, RAG, and knowledge graphs
- Full-stack workflow applications across AWS, Google Cloud, Azure, on-premise, and hybrid environments
- Practical AI implementation patterns for automotive, manufacturing, finance, logistics, cybersecurity, sales, and customer operations
- Security, governance, observability, approvals, and failure-mode thinking for operational AI systems

WEBSITE

suhasbhairav.com

EMAIL

suhasbhairav@gmail.com