Fictional example · AI draft

Decision sheet for a project change

Your input

Which project is it?	New website for Example Dental
What change is the customer asking for?	The customer wants an online booking module linked to its practice system.
What was agreed about this part?	We agreed a website with a contact form. Integrations with other systems aren't in the quote.
What does the change mean for planning and costs?	An estimated eight extra days of work. Go-live would move by two weeks.
Who decides on your side and the customer's?	On our side the project manager, on the customer's side the practice manager.

Decision proposal

Is it within scope?

The integration is out of scope. The quote only mentions a contact form and no integrations.

Two options

Option 1: build the integration now as extra work. Option 2: go live with the contact form first and pick up the integration afterwards as a separate project.

Consequences of each option

Option 1 takes an estimated eight extra days and go-live moves by two weeks. Option 2 keeps the original date, but patients can't book online yet.

> Proposal to the customer
>
> The booking module isn't part of the current project. We can add it now, which moves go-live by two weeks, or pick it up after go-live. Which option do you prefer?

Who decides

The practice manager chooses the option. The project manager records the decision and the price of the extra work.

Check first

You don't yet know whether the practice system allows an integration. Check with the supplier before you quote a price.

This is an AI draft based on your input. AI hasn't looked anything up or checked anything. Review it before you use it.