Prevent Scope Creep with S.M.A.R.T Goals

Set a clearly defined scope with business consultant Peter Drucker's tried-and-true S.M.A.R.T methodology.

Specific

Discuss with the decision makers what *is* and what *is not* included in the project.

EXAMPLES

 $\rightarrow~$ Which areas of the home are and are not in the project?

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- \rightarrow What materials will be included in the project?
- $\rightarrow\,$ Which existing pieces will stay in the project?
- ightarrow Who is the key decision maker on material selections?

Measurable

Quantify in numbers and sizes what you'll be changing about the home.

Ensure both you and the homeowner

Set timelines that can accommodate all aspects of the project, and factor

agree on the initial proposal.

EXAMPLES

- \rightarrow How many square metres of flooring will you install?
- \rightarrow How many windows and doors will you replace?
- ightarrow How many light fixtures will you be adding or replacing?

Acceptable

EXAMPLES

- \rightarrow Does the homeowner agree with your terms?
- \rightarrow Is the project within the client's budget?

Realistic

EXAMPLES

- \rightarrow How long will it take for custom furniture to arrive?
- \rightarrow How many workers can you schedule at one time?
- $\rightarrow~$ Will the homeowner's budget match their wishlist?

Time-Bound

in contingencies for delays.

EXAMPLES

- $\rightarrow\,$ What are the target completion dates based on project phases?
- ightarrow When are individual deliverables due, and what has the highest priority?
- ightarrow When are payments or instalments expected to be fulfilled?

Include a schedule or project calendar that identifies important events and deadlines.