

Project Corrective Action Plan for Scope Creep

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Corrective Action Plan for [Project Name]

Introduction

This letter outlines the corrective action plan addressing the scope creep identified in the [Project Name]. Scope creep refers to the uncontrolled changes or continuous growth in a project's scope, which can lead to project delays and cost overruns.

Identified Issues

- Unplanned changes in project requirements
- Lack of clear project documentation
- Poor communication among stakeholders

Corrective Actions

1. Establish a clear change management process.
2. Review and confirm the project scope with all stakeholders.
3. Conduct regular status meetings to ensure alignment.
4. Document all requests for changes and their impacts.

Timeline for Implementation

The corrective actions will be implemented over the next [insert timeframe], beginning on [insert start date]. Regular reviews will be conducted to assess effectiveness.

Conclusion

By addressing the scope creep through this corrective action plan, we aim to bring the project back on track and ensure successful completion.

Thank you for your attention to this matter. Please let me know if you have any questions or require further details.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]