

Template exhibit • fictional example • not a quote/contract/invoice for payment

SCOPE CHANGE / DECISION RECORD

Agree the extra work first.

Fictional example business with 20+ employees, improving its existing service-request software.

Baseline: EXHIBIT-PROPOSAL. New feature request: a weekly workload summary grouped by request category. This is outside the agreed priorities, not an automatic inclusion.

Illustrative decision trail

STAGE	FICTIONAL RECORD
Flag and pause	AI flags scope and cost drift. Added work is paused pending authorization.
Human review	Delivery lead explains scope, capacity and timing impact to the owner or designated client approver.
Decision: simulated approval	EXHIBIT-APPROVAL records a fictional approval of this feature and its privately agreed additional charge BEFORE added work begins.
Start condition	People confirm the authorized decision, then begin only the approved change. AI cannot approve it.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE

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— APPROVED CHANGE / SIMULATED

Bound the work, then begin.

Illustrative approval: EXHIBIT-APPROVAL. No actual authorization is executed.

APPROVED CHANGE / SIMULATED

Weekly workload summary.

Local summary within the existing service-request software.

AGREED PRIORITY

- ✓ Group requests by category for the selected week.
- ✓ Show an empty-state message when no requests match.
- ✓ Add user-guide instructions and review notes.

Price and capacity: Privately agreed. Amounts are not shown in public exhibit. The summary is sequenced after the baseline priorities; any further scope or charge requires a new approval before work begins. No new integrations or automated outbound reports are included.

Evidence and next step.

EXHIBIT-APPROVAL is an illustrative decision reference, not a real approval record. EXHIBIT-SIGNOFF shows fictional completion review against this bounded change. No approval is executed by this exhibit.

EXHIBIT-PROPOSAL → EXHIBIT-CHANGE → EXHIBIT-SIGNOFF → EXHIBIT-INVOICE