

DOCUMENT 04 // ADAPTIVE SCOPE OF WORK

Project Scope Agreement

Interior Design · Medium Project · Alex Morrison · June 13, 2026

CLIENT	Alex Morrison
DESIGNER	[DESIGNER NAME -- INSERT]
PROJECT TYPE	Interior Design
PROJECT SCALE	Medium (800–2,500 sq ft)
BUDGET INDICATOR	Realistic
CLIENT RISK PROFILE	Dominant / Controller -- VERY HIGH risk
REVISIONS PER PHASE	2 rounds (hard limit)
CLIENT RESPONSE WINDOW	5 business days
DATE	June 13, 2026

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OPERATIONAL RISK ASSESSMENT

Micromanagement Risk		High · 85%
Frequent Change Risk		Moderate · 45%
Scope Creep Risk		Moderate · 55%
Slow Decision-making Risk		Low · 15%
Handover Risk		High · 80%
Communication Risk		Moderate · 65%

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PROJECT PHASES & DELIVERY SCHEDULE

PHASE 1 Schematic Design 14 business days	Moodboard · Material palette · 2 concept options
PHASE 2 Design Development 21 business days	Furniture plans · Sections & elevations · Lighting plan
PHASE 3 Construction Documents 21 business days	Technical drawings · Kitchen & bathroom details · Material schedule
PHASE 4 3D Visualizations 14 business days	Min. 2 renders per room · High resolution · PDF presentation
PHASE 5 Final Documentation 7 business days	Complete project book · Material specification book · PDF & DWG

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FINANCIAL FRAMEWORK & PAYMENT MILESTONES

MILESTONE	AMOUNT / %	CONDITION TO PROCEED
Retainer -- upon execution	[40%]	Cleared funds received
Phase 1 sign-off	[25%]	Payment before Phase 2
Phase 3 sign-off	[20%]	Payment before Phase 4
Final handover	[15%]	Final document release

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