Project Management Templates

**PROJECT CHANGE MANAGEMENT PLAN TEMPLATE**

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CHANGE MANAGEMENT PLAN

**Inventory and Ordering System**

**CONCAVE**

**STREET ADDRESS CITY, STATE ZIP CODE**

**DATE**

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**I****NTRODUCTION**

The process and procedures for managing changes throughout the course of a project's duration are described in the change management plan. It seeks to decrease interruptions, preserve project stability, and guarantee successful change implementation. This plan will include instructions on how adjustments are found, considered, accepted, and put into action to effectively complete the project's goals.

**CHANGE MANAGEMENT APPROACH**

The goal of CCB’s change management strategy is to make sure that proposed changes are thoroughly assessed, managed, and controlled to reduce risks, keep projects aligned, and allow effective project delivery. It encourages openness, responsibility, and well-informed decision-making within the context of change control.

The Change Management Process, which will be covered in more detail in this plan, should not be confused with the Change Management Approach. The Change Management approach consists of three areas:

* Ensure changes are within scope and beneficial to the project
* Determine how the change will be implemented
* Manage the change as it is implemented

**DEFINITIONS OF CHANGE**

Change could appear because of new requirements, adapting to business demands, new dangers, or development possibilities. According to their impact, viability, hazards, and alignment with project goals, proposed modifications must be reviewed, evaluated, and approved or rejected by the CCB. Types of changes include:

* Schedule Changes: These refer to adjustments to the project timeline, including changes to milestones, deadlines, or project durations.
* Budget Changes: These involve modifications to the project's allocated resources, such as personnel, equipment, or budget.
* Scope Changes: These involve modifications to the project's defined scope, such as adding or removing features, functionalities, or requirements.

Any accepted changes must be shared with the project stakeholders, according to the project manager. The project manager must also make sure that if changes are authorized, they are recorded in the project documentation as needed. The project team and other stakeholders must then be informed of these document revisions.

**CHANGE CONTROL BOARD**

The Change Control Board is responsible for reviewing and approving proposed changes. The CCB consists of key stakeholders and decision-makers who assess the impact, risks, and benefits of proposed changes.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| Maria Theresa Reyes | Project Sponsor | CCB Chair |
| Stefano Franco Binay | Project Manager | CCB Member |
| Ken Angelo Carangan | Product Owner | CCB Co-Chair |
| Marcus Medina | Scrum Master/QA | CCB Member |
| Jan Terence Francisco | Developer | CCB Member |
| Ryan Candari | Project Documentation | CCB Member |

**ROLES** **AND RESPONSIBILITIES**

The table below shows the respective responsibilities of each member of the project that in the change management process:

|  |  |  |
| --- | --- | --- |
| **Name** | **Project Role** | **Responsibilities** |
| Maria Theresa Reyes | Project  Sponsor | Submit change request if deemed necessary  review the change request log and reports to ensure alignment with changes. |
| Ryan Gabriel Candari | Project Documentation Manager | Will update the Change Log and create a Change Status Report and will send out the final Change Status Report across the team and stakeholders. |
| Marcus Medina | Scrum Master/Quality Assurance | Facilitating the change control process within the Scrum framework and evaluating change requests to assess their impact on quality, functionality, and overall project objectives. They analyze the potential risks and benefits of proposed changes. |
| Ken Angelo Carangan | Product Owner | Discuss the necessary changes and can approve or reject changes that do not align with the product objectives. |
| Stefano Franco Binay | Project Manager | Assess and verify the impact of change request along with the product owner & QA and reports to ensure alignment with changes. |
| Jan Terence Francisco | Developer | Execute the technical aspect of the change request action plan to ensure alignment with changes. |

**CHANGE CONTROL PROCESS**

The Change Control Process outlines the procedures throughout the project. It ensures that changes are properly evaluated, approved, and implemented in a controlled and systematic manner. The process typically involves the following stages:

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Description automatically generated with low confidence**

|  |  |  |
| --- | --- | --- |
| **Process step** | **Description** | **Change Log Status** |
| Change Identification | 1. The **Project Manager** and sponsor willfill out and submits the    change request form to initiate the request. | Submitted |
| Change Evaluation | 1. After receiving the request, the **Project Manager, QA,** and **Product Owner** will assess the impact of the change request. 2. If the impact is high, the **Project Manager** will then prepare a recommendation to approve. 3. The **Change Coordinator** will update the   Change Log and create a Change Status Report. | In Review |

|  |  |  |  |
| --- | --- | --- | --- |
| Change Approval |  | 1. The **Product Owner** can accept or reject an approval. | Approved or denied |
| Change Implementation | | 1. After the approval the changes are subject to be implemented in the system. | In Progress |
| Change Documentation | | 1. **Project Manager** verifies that the change     has been implemented and reports to the   Change Control Board.   1. The **Change Coordinator** will update the   Change Log and create a Change Status Report. | Verifying |
| Change Request  Closure | | 1. The **Change Coordinator** will send out the final Change Status Report across the team and stakeholders. | Closed |

To keep track of the change request progress, each step has a corresponding change request status as show on the table below:

|  |  |
| --- | --- |
| **Status** | **Description** |
| Submitted | A member of the project development team or key stakeholders submitted a change request log and has not been reviewed by the Project Manager for impact analysis. |
| In Review | Impact analysis is being performed. |
| Approved | Change request is approved and will be moved to implementation. |
| Denied | Change request is denied. |
| In Progress | Action plan to execute the change request is being implemented |
| Verifying | Review of proper implementation of change request |
| Closed | Chang request work is complete, has passed all tests, and updates have been released. |

**SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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