# Change Management

## Purpose of The Change Management Plan

The Change Management Plan documents and tacks the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Analysis Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

## Change Request sample

[List in the below table, the data elements about Change Requests (CR) the project team needs to consider]

|  |  |
| --- | --- |
| **Element** | **Description** |
| CR# | [CR001] |
| Title | A brief description of the change request |
| Description | Description of the desired change, the impact, or benefits of a change should also be described |
| Type of CR | Enhancement / defect/ new |
| Artifacts impacted | Reference to the artifacts affected by the change (refer to element in the document) |
| Importance of the CR | A code that provides a recommended categorization of the urgency of the requested change (High, Medium, Low) |

## Change readiness of your work

[In this paragraph explain what are the techniques that you followed making the changes easy to implement]