**Integrated Change Control Outputs**

**Project Title:** Telco Cloud Migration Project  
**Prepared By:** [Project Manager Name]  
**Date:** [Insert Date]  
**Version:** [e.g., 1.2]

**1. Approved Change Requests**

| **Change ID** | **Description** | **Type (Scope/Cost/Schedule/Quality)** | **Requester** | **Date Submitted** | **Status** | **Approval Authority** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| CHG-015 | Increase VM provisioning capacity by 20% to support CRM load | Scope | Infrastructure Team | 12-Jul-2025 | ✅ Approved | Change Authority Board | Budget adjusted by KES 2M |
| CHG-019 | Reschedule UAT phase by 10 days due to vendor delay | Schedule | QA Manager | 17-Jul-2025 | ✅ Approved | Project Board | Go-live impacted |
| CHG-021 | Add penetration testing to security checklist | Quality | CISO | 20-Jul-2025 | ✅ Approved | PMO | Impacts timeline by 3 days |

**2 Rejected Change Requests**

| **Change ID** | **Description** | **Type** | **Requester** | **Date Submitted** | **Reason for Rejection** |
| --- | --- | --- | --- | --- | --- |
| CHG-018 | Shift core migration from GCP to AWS mid-project | Scope | Architect | 15-Jul-2025 | High cost and time impact |

**3. Deferred/Postponed Changes**

| **Change ID** | **Description** | **Type** | **Requester** | **Date Submitted** | **Reason** | **Follow-up Date** |
| --- | --- | --- | --- | --- | --- | --- |
| CHG-020 | Upgrade Kubernetes to v1.30 | Technical | DevOps | 18-Jul-2025 | Wait for stable release | 30-Aug-2025 |

**4. Updated Documents After Change Approval**

* Updated Project Management Plan
* Revised Risk Register (Risk of migration delay due to UAT shift added)
* Updated Schedule Baseline (Milestone #7 shifted by 10 days)
* Budget Forecast revised in Cost Baseline
* CRM Integration WBS updated
* Configuration Management Database (CMDB) entries revised

**5. Impact Analysis Summary**

| **Area** | **Before Change** | **After Change** | **Change Impact** |
| --- | --- | --- | --- |
| Schedule | Go-live: 20-Aug-2025 | Go-live: 30-Aug-2025 | +10 days |
| Budget | Total: KES 58,000,000 | Total: KES 60,500,000 | +KES 2.5M |
| Scope | 18 Functional Modules | 19 Modules (incl. Pen Testing) | Expanded |
| Quality | Basic Security Tests | Includes Penetration Testing | Improved |

**6. Change Log Summary**

A maintained change log in Excel or GitHub markdown tracks the full audit trail of change requests (ID, status, description, history, approvals, dates).

**7. Change Control Board Sign-Off**

| **Name** | **Role** | **Signature** | **Date** |
| --- | --- | --- | --- |
| [Your Name] | Project Manager |  |  |
| [IT Sponsor] | Executive / Sponsor |  |  |
| [Change Analyst] | PMO |  |  |
| [Technical Lead] | Solution Architect |  |  |