Title	Policies and protocol for the meeting of CR control	
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Comments		

Policies and protocol for the meeting of CR control

The control of Change Requests (CRs) is a crucial process in project management. It ensures that changes to a project are properly analyzed, evaluated, and approved before implementation. In order to achieve a successful implementation of a CR, it is essential to have clear policies and protocols in place. These policies and protocols should provide guidelines for assessing the feasibility, impact, and risks of a CR, and for determining if it should be implemented or not. This document provides such policies and protocol.

Policies

1. The CR must align with the company goals and objectives.

2. The CR must align with the project goals and objectives.

3. The CR must be technically feasible, with the necessary resources and skills available.

4. The CR must be financially viable, with the potential benefits outweighing the costs.

5. For every potential risk associated with the CR identified and assessed there must be an appropriate mitigation strategy developed.

6. The CR must be reviewed and approved by all relevant departments before implementation.

Protocol

1. The CR is submitted and analyzed by each department.

2. Each department prepares a report outlining the potential impact of the CR on their respective areas.

3. All reports are presented in a meeting where representatives from each department are present.

4. Each representative will be given a vote and must indicate whether they approve or reject the CR.

5. The votes will be tallied and the decision will be based on majority.

6. To determine the voting weight for each department, we will use the following criteria:

    - Management (product owner): 1 vote

    - Human resources: 1 vote

    - Finance: 1.5 votes

    - Development: 1.5 votes

7. If there is a tie, the product owner will have the deciding vote.