

## 2.3.2 Change Management Facts

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Organizations document project plans and process. If you need to make changes to a project after it is underway, you must go through a change management process. This lesson covers the following topics:

- Change order form
- Approval process

### Change Order Form

To request permission to make a change, you must submit a change order form to a change board. A *change order form* is a document used only to request permission to make changes to a project. A *change board* is a predetermined group of people who have the power to accept or reject proposed project changes. It may include managers, project managers, or even the CEO.

Change order forms generally require the following information:

Topic	Description
Purpose	Provide an explanation about why you wish to make this change to the project.
Scope	Define exactly what you wish to change and, if helpful, what you don't wish to change.
Plan	Provide a plan for implementing the change. This plan may include extending the project schedule, requesting additional resources, requesting additional funding, and any other impacts to the project.
Risk Analysis	Identify risks associated with the change. For example, allocating additional funding to the project may strain another project's budget. Adding a new member to a team may negatively impact the team's effectiveness as training the new member will cause stress and consume time. Explain why the risks you identify are worth taking, and present a plan for mitigating risks and avoiding problems.
Backout Plan	Present a plan for returning affected systems to their original state if your proposed change to a hardware or software implementation fails.

### Approval Process

If the change board approves your change request, then the change is proposed to the end user, usually a customer, for approval. Ensure that you receive written approval from all necessary parties to protect yourself and others from misunderstandings and their expensive and destructive effects.

Once all parties approve a change, all of the documents associated with a project must be updated to reflect the change, including the project plan, budget, allocated resource documentation, and any other projects the change affects.

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