**1.Integrated Change Control Process**

**1. Change policy**

1. Change that results in in less than 10% of the scope baseline, 10% schedule baseline and 10% cost baseline can be decided by the project manager
2. Change that results more than 10% of the scope baseline, 10% schedule baseline and 10% cost baseline should be submitted to Change Control Board to approve
3. The team member who originates the change is responsible for submitting the change request. The project team is responsible for reviewing the change request, analyzing the consequences of the change in cost, schedule, and quality. The alternatives considered need to be analyzed too. If 4 or more than 4 of Change Control Board members agree to the change recommendation, it will be submitted to the next step
4. All Emergency Changes must be authorized by a manager and submitted for review by the CCB in 2 days and be decided promptly
5. All Changes go through a process of request, evaluation, review, approval, and documentation
6. Documentation of all the approved changes must be entered into the change log which is accessible by every department
7. All the approved Changes must be documented
8. The PM is responsible for integrating the approved change into the WBS and implementing it.
9. All the changes must be prioritized with respect to the time and their impact on the project to get approval.

**2. Change Control Board (to be discussed)**

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| --- | --- | --- | --- |
| **Name** | **Position** | **Role in the project** | **Authority in the CCB** |
| Paul | Director | Sponsor | Accountable |
|  | Marketing Manager | Project Manager | Responsible |
| \*\*\*\* | Manager of Finance Department | Subject Matter Expert/ Treasurer | Consult |
|  | Manager of Customer Service Center | Subject Matter Expert | Consult |
|  | Manager of Product Department | Subject Matter Expert | Consult |
| One Doctor be Nominated | End-user representative | Subject Matter Expert | Consult |
| \*\*\*\* | Manager of development department | Subject Matter Expert | Consult |

**3.Change Process**

Initiate a change

Review change request form

Change in analysis

Change Approval

Change Implementation

2. **Change request form**

|  |  |
| --- | --- |
| **Version** | **Date** |
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| --- | --- |
| **Information** | |
| **Change Name** |  |
| **Requested By** |  |
| **Request Date** |  |

|  |  |
| --- | --- |
| **Description of Change** | |
| **Detail** |  |
| **Justification** |  |
| **Impact ( if not change it)** |  |
| **Alternatives** |  |

|  |  |
| --- | --- |
| **Change Impact** | |
| **Scope** |  |
| **Schedule** |  |
| **Cost** |  |
| **Quality** |  |
| **Others** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Change Request Approval** | | | |
| **Name** | **Position** | **Signature** | **Signature Date** |
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| **Addenda** |  |
| **Document Name** | **File Name** |
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