**Project Change Management Plan**

**Company Name**

**Address**

**Date**

**Table of Contents**

[Introduction 3](#_Toc105232351)

[Change Control Board 3](#_Toc105232352)

[Roles and Responsibilities 3](#_Toc105232353)

[Change Control Process 3](#_Toc105232354)

# Introduction

A well-defined change management plan is vital to the effective execution of any project, including the SurveiRams Tiketing System project. This plan establishes a structured approach for identifying, assessing, and implementing changes that may arise throughout the project lifecycle. It ensures that all modifications undergo thorough evaluation, remain within the project's scope, and are effectively communicated to stakeholders.

The change management strategy encompasses a defined process for submitting, evaluating, and approving changes. This process is communicated to all stakeholders, who are encouraged to submit their modification requests. The project team then assesses these requests, considering their impact on the project's schedule, cost, and quality. Approved changes are implemented in an organized and controlled manner, while rejected changes are documented and archived for future reference.

Understanding the importance of adhering to the established change management strategy is crucial as changes made outside of this framework can negatively impact the project's progress and final outcome. All stakeholders must recognize this and be familiar with the change management process to ensure that the project stays on course and that any implemented changes actively contribute to its overall success.

# Change Control Board

This section describes the Change Control Board, the purpose of the board, and the members and their roles on the board. The change control board is the approval authority for all proposed project changes. If a change is not approved by the control board then it will not be implemented with the project. The size and function of change control boards may vary depending on the organization but their purpose and the roles and responsibilities are consistent.

# Roles and Responsibilities

This section describes the roles and responsibilities of project team members in regards to the change management process. It is important that everyone understands these roles and responsibilities as they work through the change management process. These roles and responsibilities must be communicated as part of the change management plan to all project stakeholders.

# Change Control Process

This section should describe the change control process from beginning to end. Typically, a change control process should be an organizational standard and repeatable. This process is the tool which is used to ensure adherence to the organization’s change management approach which was discussed in an earlier section. By following all of the steps, the project team can successfully incorporate approved changes, communicate the changes, and update project documentation.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>