Project Change Request Process – to be completed for any major change impact to project

Project Manager
- Raise Change Request Form
- Complete Change Request Form
- Inform Sponsor of PCC Acceptance
- Update Change Request Register
- Update Project Scope, Schedule, & Budget
- Communicate Change to Project Team

Solutions Coordinator
- Analyze and document impacts (technical)
- Communicate Change to Technical Resources

Business Analyst
- Analyze and document impacts (business)

Project Sponsor
- Acknowledge receipt of Change Request Form
- Authorize Change Request?
- Accept reasons?
- Sponsor to negotiate with PCC

Project Change Comm (PCC)
- Send Approved Change Request to PCC
- Assess Portfolio Impact of Change (Resource, Time, & Scope only)
- Approve Change Request
- PCC to provide reasons of non approval to Sponsor