Change Control Plan

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# Usage

This artifact is a component of the Project Management Plan that establishes the change control board, documents the extent of its authority, and describes how the change control system will be implemented.

# **1. Purpose and Objectives**

* **Purpose**: Define the purpose of the Change Control Plan. This might include ensuring that changes to the project are implemented in a controlled and systematic manner to minimize disruption.
* **Objectives**: Outline the key objectives of the plan, such as:
  + Control the scope, schedule, and cost of the project.
  + Ensure that changes are documented, reviewed, and approved before implementation.
  + Minimize the impact of changes on the project timeline and budget.

# **2. Change Control Process**

**Step 1: Change Request Submission**

* **Who Can Submit a Change**: Define who can request a change (e.g., project team members, stakeholders, clients).
* **Submission Format**: Specify the format or template for submitting a change request, including:
  + Description of the change.
  + Reason for the change.
  + Impact on project scope, schedule, and cost.

**Step 2: Initial Review**

* **Responsible Party**: Identify who will review the change request (e.g., project manager, change control board).
* **Review Criteria**: Define how the change will be evaluated, including:
  + Alignment with project objectives.
  + Impact on project constraints (scope, time, cost).
  + Potential risks and benefits.

**Step 3: Impact Assessment**

* **Assessment Process**: Outline how the impact of the change will be assessed, including:
  + Financial impact.
  + Resource impact.
  + Timeline impact.
  + Risk implications.
* **Tools/Methods Used**: Specify any tools or methods for impact assessment, such as impact analysis templates or risk matrices.

**Step 4: Change Approval**

* **Approval Authority**: Define who has the authority to approve or reject changes (e.g., change control board, project sponsor).
* **Approval Criteria**: Outline the criteria for approval, such as:
  + The change’s alignment with the overall project objectives.
  + Availability of resources to implement the change.
  + Feasibility within the project schedule.

**Step 5: Change Implementation**

* **Implementation Plan**: Once approved, describe how the change will be implemented. This may include:
  + Assigning responsible team members.
  + Updating project documentation.
  + Scheduling tasks.
* **Monitoring**: Specify how the implementation of the change will be monitored to ensure it aligns with the plan.

**Step 6: Communication**

* **Stakeholder Communication**: Outline how changes will be communicated to all stakeholders. This may include:
  + Regular update meetings.
  + Email notifications.
  + Updated project documents.
* **Change Log**: Keep a log of all changes and approvals for transparency and future reference.

# **3. Roles and Responsibilities**

| **Role** | **Responsibilities** |
| --- | --- |
| **Project Manager** | - Review and assess change requests.  - Lead the change control process.  - Communicate approved changes. |
| **Change Control Board** | - Evaluate and approve or reject changes.  - Assess the impact on project objectives. |
| **Stakeholders** | - Submit change requests when necessary.  - Review and approve changes based on their impact. |
| **Project Team** | - Implement approved changes.  - Monitor the execution of changes. |

# **4. Change Control Documentation**

* **Change Request Form**: A standardized form used to submit change requests. The form should include sections for:
  + Description of the change.
  + Reasons for the change.
  + Impact on the project (scope, time, cost).
  + Any risks or benefits associated with the change.
  + Required approvals.
* **Change Log**: A log to track all requested and approved changes, including:
  + Change request ID.
  + Description of the change.
  + Status of the request (e.g., pending, approved, rejected).
  + Date of submission and approval.
  + Responsible parties.

# **5. Change Control Tools and Techniques**

* **Change Control Software**: If applicable, mention any software tools used for managing and tracking changes, such as JIRA, Asana, or Trello.
* **Change Control Templates**: Provide any templates for the change request form, impact analysis, or change log.

# **6. Change Control Metrics and Reporting**

* **Metrics**: Define how the success of the change control process will be measured, such as:
  + The number of changes successfully implemented.
  + The average time for change approval.
  + The percentage of changes that impact the project’s scope, schedule, or cost.
* **Reporting**: Specify how and when progress reports on the change control process will be communicated to stakeholders (e.g., monthly reports, project meetings).

# **7. Change Control Review and Close-out**

* **Review**: After a change has been implemented, conduct a review to ensure the change was properly executed and had the desired outcome. Identify any further adjustments needed.
* **Close-out**: When no more changes are required, formally close the change control process for the project. Ensure all documentation is up to date.

### **Example Change Request Form**

| **Field** | **Description** |
| --- | --- |
| **Change Request ID** | Unique identifier for the change request. |
| **Date Submitted** | The date the change request was submitted. |
| **Submitted By** | Name of the person submitting the request. |
| **Description of Change** | Detailed description of the proposed change. |
| **Reason for Change** | Why the change is needed. |
| **Impact on Scope** | How the change affects the project’s scope. |
| **Impact on Schedule** | Estimated change to the project’s timeline. |
| **Impact on Cost** | Estimated cost impact. |
| **Risk Assessment** | Any risks associated with the change. |
| **Approval Status** | Approved, Rejected, Pending. |
| **Approval Authority** | Person responsible for approving or rejecting the change. |
| **Comments** | Additional information related to the change request. |