

The Change Management Policy provides a structured approach for handling alterations to a project's scope, schedule, or budget. Changes are inevitable in most projects due to evolving requirements, technological updates, or unforeseen challenges. This policy ensures that changes are not made impulsively but are carefully assessed for their impact before being implemented.

The policy outlines the process for submitting change requests, which includes detailed documentation of the proposed change, its justification, and its potential impact on project deliverables. Each request must be evaluated in terms of cost, time, resource allocation, and risk implications. This ensures that only beneficial and necessary changes are approved.

Approval procedures are clearly defined, specifying which stakeholders have authority to approve different types of changes. Major changes may require higher-level approval from senior management or sponsors, while minor adjustments can be approved by project managers. This tiered approach prevents unnecessary delays while still maintaining oversight.

Communication plays a critical role in the change management process. Once a change is approved, all affected team members and stakeholders are promptly informed. Updated schedules, budgets, and plans are distributed to ensure everyone is aligned with the revised objectives.

The policy also addresses the importance of maintaining a change log for auditing purposes. This log records all change requests, decisions, and implementation details, serving as a valuable reference for future projects. Regular reviews of the change management process help identify improvement opportunities and prevent recurring issues.

**Key Points:**

- Document every requested change.
- Assess the impact on scope, cost, and schedule.
- Obtain approval from stakeholders before changes are made.
- Maintain a change log for audit purposes.
- Communicate changes promptly to the team.
- Evaluate potential risks associated with the change.
- Ensure alignment with project goals.
- Train staff on change management procedures.
- Avoid scope creep by enforcing controls.
- Review and update change management processes periodically.