Who are allowed to make changes?

Making Changes

Change Management System

Change Management System

- Changes in any aspect of the project need to be documented and communicated
  - Effect of changes is visible to all parties involved
  - Who will have the authority to approve a change
  - Who is notified of the changes
- Sources of Change
  - Project scope changes (Project creeps)
  - Implementation of contingency plans
  - Improvement changes

The Change Control Process

```
Initiate
   ↓
 Submit
   ↓
 Review
  ↙    ↘
Reject  Accept
          ↓
      Implement
```
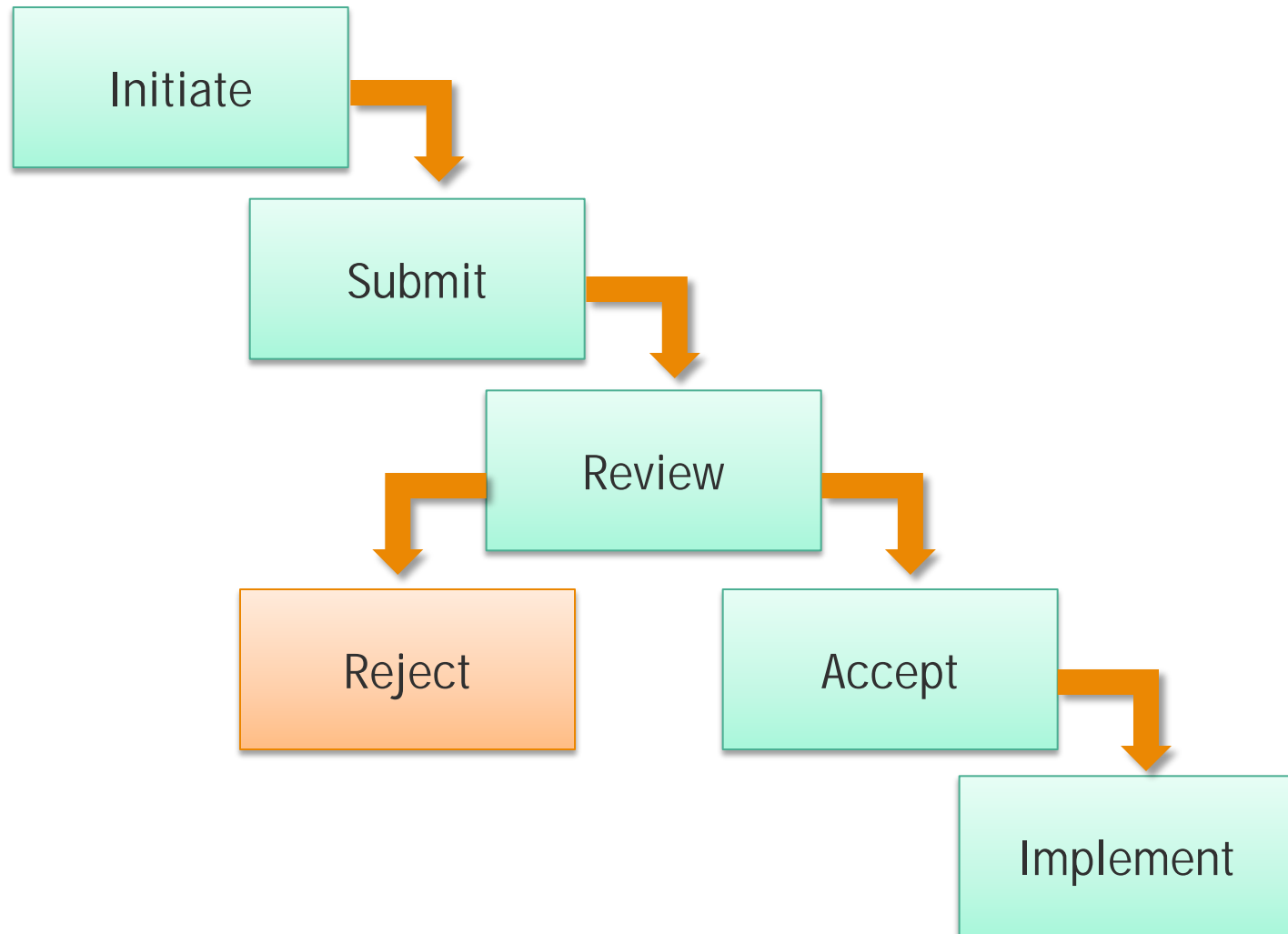
Change Control Process

- Initiate and Submit Change Request
  - Identify proposed changes.
  - List expected effects of proposed changes on schedule and budget.
- Review, evaluate, and approve or disapprove of changes formally.
  - Negotiate and resolve conflicts of change, condition, and cost.

Change Control Process

- Accept Change Request
  - Communicate changes to parties affected.
  - Assign responsibility for implementing change.
  - Adjust master schedule and budget.
- Reject inconsequential changes
- Track all changes that are to be implemented

Sample Change Request Form

Project name _Irish/Chinese culture exchange_   Project sponsor _Irish embassy_

Request number ___12___   Date _June 6, 2xxx_

Originator _Jennifer McDonald_   Change
requested by _Chinese culture office_

Description of requested change

1. Request river dancers to replace small Irish dance group.
2. Request one combination dance with river dancers and China ballet group.

Reason for change

River dancers will enhance stature of event. The group is well known and loved by Chinese people.

Areas of impact of proposed change—describe each on separate sheet

[X] Scope   [X] Cost   [ ] Other _____

[ ] Schedule   [ ] Risk

Disposition	Priority	Funding Source
[ ] Approve	[ ] Emergency	[ ] Mgmt. reserve
[X] Approve as amended	[X] Urgent	[ ] Budget reserve
[ ] Disapprove	[ ] Low	[X] Customer
[ ] Deferred		[ ] Other

Sign-off Approvals

Project manager _William O'Mally_   Date _June 12, 2xxx_

Project sponsor _Kenneth Thompson_   Date _June 13, 2xxx_

Project customer _Hong Lee_   Date _June 18, 2xxx_

Other _____   Date _____