Change Management

Difference between change management with an company and with a project:

Change management within a company refers to the process of managing changes to the overall organization, its processes, structures, and culture.

On the other hand, change management within a project refers to the process of managing changes to a specific project, its scope, timeline, budget, and resources.

What is a Change Request and what does it contain?

A Change Request is a document that describes a proposed change to a project, product, or system. It contains details such as the type of the change, the reasons for the change, the expected impact of the change, and the proposed timeline and resources required to implement the change. Change Requests are typically submitted for review and approval by a change control board or a similar authority.

By whom can a Change Request be triggered?

Change Requests can be triggered by various stakeholders, the project team, the project sponsor, the customer, the end-users, or other relevant parties. Anyone who identifies a need for a change can submit a Change Request for consideration.

Reasons for Change Requests within a project:

* Changes in project requirements or objectives
* Changes in project scope, timeline, or budget
* Changes in stakeholder needs or expectations
* Changes in external factors such as regulatory requirements, market conditions, or technology advancements
* Identification of errors, defects, or omissions in the project plan or deliverables
* Request for additional features or enhancements

Why a Change Request has to be signed:

A Change Request typically requires a signature or approval from relevant stakeholders, such as the project sponsor, project manager, change control board, or other relevant authorities. The signature indicates that the proposed change has been reviewed, evaluated, and approved, and that the necessary resources and support will be provided for its implementation. This helps ensure that changes are properly assessed, prioritized, and managed to minimize the risks of scope creep, delays, and budget overruns.