Change Control Board Charter

# Purpose

The Change Control Board (CCB) for the Bakery Management System (BMS) represents the interests of program and project management by ensuring that a structured process is used to consider proposed changes and incorporate them into a specified release of the system. The CCB shall request impact analysis of proposed changes, review change requests, make decisions, and communicate those decisions to affected groups and individuals. This CCB is specifically tailored to manage changes within the Bakery Management System and will coordinate with any other CCBs in the organization or other decision-making bodies, such as the project steering committee, to ensure alignment and integration with broader organizational goals.

# Scope of Authority

The CCB has the authority to make decisions regarding changes to the Bakery Management System. This includes decisions that impact a specific range within the bakery's operational framework, encompassing software updates, process adjustments, and resource allocation. The CCB can approve changes with a maximum budget impact of $10,000 and a schedule impact of up to 2 weeks. Decisions beyond these parameters must be escalated to a higher-level CCB or the senior management team for resolution.

# Membership

The members of the CCB for the Bakery Management System include:

* CCB Chair: Project Manager
* Program Management Representative
* Software Engineering Lead
* Hardware Engineering Lead
* Testing Coordinator
* Documentation Specialist
* Customer Support Manager
* Marketing Representative

The CCB is kept small to facilitate rapid decision-making, ensuring all critical perspectives are represented.

# Operating Procedures

The CCB will hold regular meetings bi-weekly. Special meetings can be triggered by urgent change requests that cannot wait until the next scheduled meeting. Meetings will be conducted with a minimum of 5 members present, including the CCB Chair and representatives from software engineering, testing, and customer support. Guests, such as individuals who proposed specific change requests, may attend meetings to provide additional context.

# Decision-Making Process

Decisions will be made by consensus. If consensus cannot be reached, a vote will be taken, with the majority ruling. In case of a tie, the CCB Chair will have the final decision. The CCB Chair or another senior manager has the authority to overrule the CCB’s collective decision if deemed necessary for the overall benefit of the Bakery Management System.

# Communicating Status

Decisions made by the CCB will be communicated through the following channels:

* Email notifications to the individual who requested the change.
* Updates to senior management and project management teams.
* Informing affected team members who must implement the change.
* Coordination with higher- or lower-level CCBs as required.
* Documentation of decisions, supporting information, rationale, and data will be stored in the project management system and accessible to relevant stakeholders.