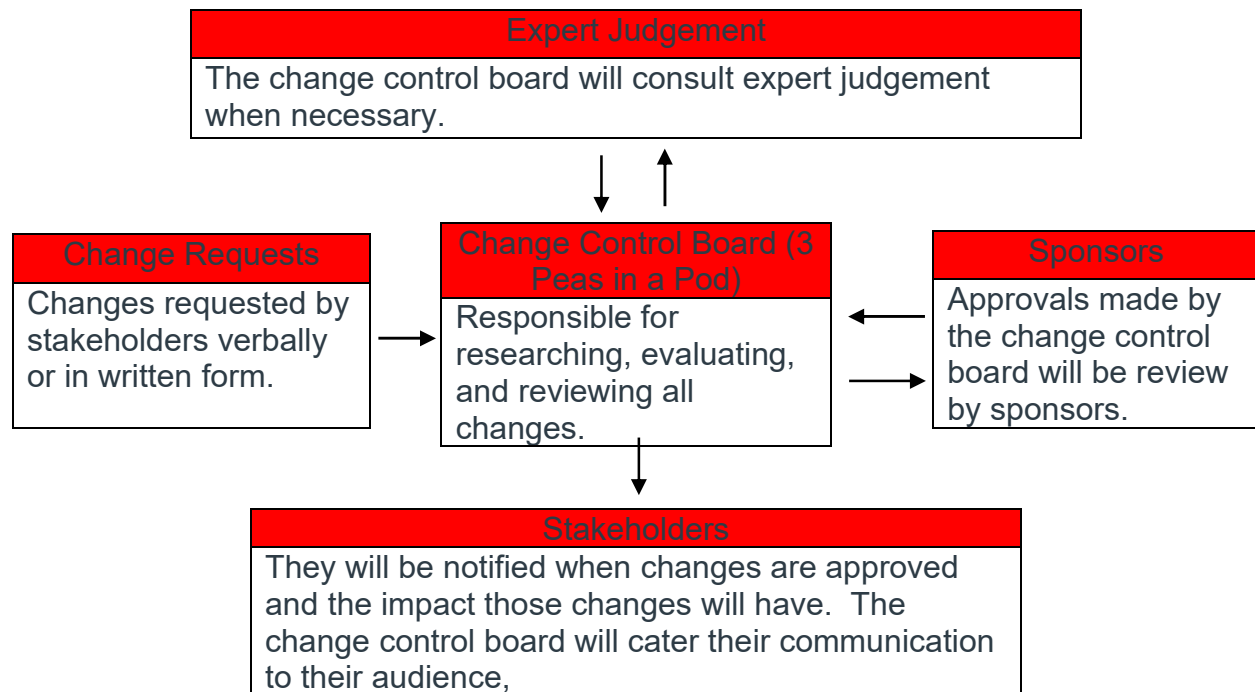


Change Control Overview

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This overview of the Three Peas in a Pod's change control process demonstrates the process by which we will be reviewing all change requests, resolving, and managing changes and communicating these changes to stakeholders. Each change will be documented and formally evaluated using our Change Request Template. It will define who is responsible for the change request. We also request a description of the change, including those impacted by the change, the impacts on schedule, training, cost, resources, scope, requirements/deliverables, and testing/quality, and the requested following activity to take place.



The change control board will review the change request by weighing the advantages and disadvantages, consulting expert judgement, and performing cost-benefit analysis, if necessary. Then, we will either approve, reject, or defer the request and provide a justification for our decision. We will consider all changes that seek to expand the number of students in the project management program cost-effectively.

If a change request has all our approvals, we will share the change with the sponsors. If approved, the change will be implemented and necessary changes to the project charter, project scope, the stakeholder register, and other project documents will be made, the change will be logged, and the impact of the change will be tracked. Additionally, stakeholders will be notified of this change via email. We will share the reasoning for the change, the impact of the change on the project, specifically, how it impacts the stakeholder.