Change management plan

Description: -

A change management plan defines activities and roles to manage and control change during the execute and control stage of the project. Change is measured against the project baseline, which is a detailed description of the project's scope, budget, schedule, and plans to manage quality, risk, issues, and change. During execute and control stage, changes may require one or more revised project baselines to be issued.

Purpose: -

Change can occur throughout the project life cycle. A Change Management Plan helps control the effect of changes during execute and control stage. The Change Management Plan is critical to the success of the project. There should be no change without evaluation and approval.

Who is involved: -

Project Team
Customer
Project Stakeholders that are affected.

- Create change request form: -
  Change request form needs to be created to implement any change in software solution and needs to be forwarded to CHange control board.

- Demonstrate the reason for change: -
  Have to give perfect reason why change is needed to be implemented to your software solution, for that you have to get your change approved by Change Control Board.

- Type and scope of the change: -
  Describe the holders and modules of software solution that is affected by the change approved by the board.
  Describe whether the change is small(minor bug fixes) or large (introduction of new modules) and assign the team accordingly.

- Create change management team: -
  ✔ To ensure that change is implemented properly.
  ✔ Mainly for communicating all changes access to need.

- Establish guidelines for communicating changes to the project team: -

  Change should be communicated clearly. The team needs to know to consult project documents again to ascertain the current baseline.

  The plan that describes to whom and how this communication will occur should appear in the change management plan and again in   the project's communication plan .