

Change Control—Activity Definition**Purpose:**

The objective of this activity is to ensure that all changes to scope are documented and authorized by the relevant stakeholders.

Participants:

The responsibility lies with the Project Manager and the relevant stakeholders.

Inputs:

Project Overview Statement [1], Integrated Project Plan [3], Governance Document [4], Approved deliverables to date

Process:

1. Any change to scope has to be communicated to the Project Manager. Look at existing documents (e.g. customer approved design documents) to determine whether changes to scope have occurred or not.
2. The Project Manager ensures that the Change Request Form has been filled out.
3. The Project Manager and the core team analyze the Change Request and estimate the effort, time, and cost required to implement the change request.
4. Any change needs to be communicated to the governance structure.
5. A Cost-Budget analysis needs to be done.
6. The Project Manager and established governance may approve or deny a change request.
7. They may decide if the customer needs to pay for implementing the change.
8. The Change Request Form needs to be filed in the Project File by the Project Manager.

Outputs:

Approved or denied Change Request Form

Change Control—Guidelines

1. A request (requirement, change, problem, defect, or other change) can be completed by a member of the project team or by stakeholders.
2. The Change Request needs to be prioritized.
3. An approach to handle the change needs to be identified including prioritization against other change requests.
4. Alternatives should be identified in the event that the Change Request is not approved.
5. The defined project governance structure (not the change requestor) needs to review the Change Request to determine whether or not it should be evaluated for action.
6. An estimate of additional project effort, cost, schedule, and resources needs to be determined.
7. The estimates need to be evaluated and authorized by a Change Control Board identified in the Governance Document. If there is no Governance document prepared (due to the class of the project not requiring one), the relevant stakeholders should be involved in this step of the process.
8. The request can be accepted, rejected, or deferred.
9. The results of the request need to be communicated to the originator.
10. If the change is approved, the change needs to be incorporated into the project Work Plan.
11. The changes in the plan need to be communicated and commitments established.
12. All parties affected by the change need to be informed.