PROJECT CHANGE CONTROL PLAN

Project Name: 
Prepared by: 
Date (MM/DD/YYYY): 

1. Purpose

The purpose of this Change Control Plan is to:

- Ensure that all changes to the project are reviewed and approved in advance
- All changes are coordinated across the entire project.
- All stakeholders are notified of approved changes to the project.

All project Change Requests (CR) must be submitted in written form using the Change Request Form provided.

The project team should keep a log of all Change Requests.

2. Goals

The goals of this Change Control Plan are to:

- Give due consideration to all requests for change
- Identify, define, evaluate, approve, and track changes through to completion
- Ensure that Project Plans are modified to reflect the impact of the changes requested
- Bring the appropriate stakeholders (depending on the nature of the requested change) into the discussion
- Negotiate changes and communicate them to all affected stakeholders

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3. Responsibilities

<table>
<thead>
<tr>
<th>Those responsible for Change Control</th>
<th>Their Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager (with the Project Team)</td>
<td>Developing the Change Control Plan</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Facilitating or executing the change control process. This process may result in changes to the scope, schedule, budget, and/or quality plans. Additional resources may be required.</td>
</tr>
<tr>
<td>A designated member of the Project Team</td>
<td>Maintaining a log of all CRs</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Conducting reviews of all change control activities with senior management on a periodic basis</td>
</tr>
<tr>
<td>The Executive Committee</td>
<td>Ensuring that adequate resources and funding are available to support execution of the Change Control Plan</td>
</tr>
<tr>
<td></td>
<td>Ensuring that the Change Control Plan is implemented</td>
</tr>
</tbody>
</table>

4. Process

The Change Control process may be simple or complex. The following text is provided as an example of how requests for change can be handled in your project. Supplement with a graphical flowchart if that will help your stakeholders understand the process. Modify as necessary.

The Change Control process occurs as follows:

1. Requestor submits written Change Request (CR)
2. Project Manager records CR in CR Log, reviews CR and either rejects or approves it for further analysis. If approved, Project Manager assigns an analyst
3. If approved, analyst examines the CR and records impact
4. Project Manager reviews impact and makes a recommendation
5. Sponsor accepts or rejects the recommendation
6. If accepted, Project Manager and team update project documents and implement the change
7. Project Manager notifies all stakeholders of the change and updates the CR Log.
8. Project Manager updates affected project baselines

In practice the Change Request process is a bit more complex. The following describes the change control process in detail:
4. Process

1. Any stakeholder can request or identify a change. He/she uses section 1 of the Change Request Form to document details of the change request.

2. Stakeholder submits the CR form. A designated member of the Project Team enters the CR into the CR Log.

3. CRs are reviewed daily by the Project Manager or designee and assigned one of four possible outcomes:
   - **Reject:**
     - Notice is sent to the submitter
     - Submitter may appeal (which sends the matter to the Project Team)
     - Project Team reviews the CR at its next meeting.
   - **Defer to a date:**
     - Project Team is scheduled to consider the CR on a given date
     - Notice is sent to the submitter
     - Submitter may appeal (which sends the matter to the Project Team)
     - Project Team reviews the CR at their next meeting.
   - **Accept for analysis immediately (e.g., emergency):**
     - An analyst is assigned and impact analysis begins
     - Project Team is notified.
   - **Accept for consideration by the project team:**
     - Project Team reviews the CR at its next meeting.

4. All new pending CRs are reviewed at the Project Team meeting. Possible outcomes:
   - **Reject:**
     - Notice is sent to the submitter
     - Submitter may appeal (which sends the matter to the Project Sponsor, and possibly to the Executive Committee)
     - Executive Committee review is final.
   - **Defer to a date:**
     - Project Team is scheduled to consider the CR on a given date
     - Notice is sent to the submitter.
   - **Accept for analysis:**
     - An analyst is assigned and impact analysis begins
     - Notice is sent to the submitter.

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5. Once the analysis is complete, the Project Manager reviews the results. Possible outcomes:

- **Reject:**
  - Notice is sent to the submitter
  - Submitter may appeal which sends the matter to the Project Sponsor (and possibly to the Executive Committee)
  - Executive Committee review is final.

6. Medium- and High-impact CRs are forwarded to the Project Sponsor for review of recommendations. Possible outcomes:

- **Return for further analysis:**
  - The Sponsor has questions or suggestions that are sent back to the analyst for further consideration
  - Notice is sent to the submitter
  - Analyst's recommendations are reviewed by Project Manager (return to Step 5).

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1 Note: Sponsor participates in this review if the analysis was done at Sponsor's request.
7. Update the CR Log

- The Project Manager or designated team member updates the CR Log
- All CR impacts on project baselines are noted in the CR Log
- Project Manager updates project baselines when they are affected by a CR
- All changes to baselines are recorded in the CR Log and reported in project status reports

8. The following flowchart provides a graphical representation of the Change Control process

```
Paste in a flowchart here
```

5. Notes on the Change Control Process

<Modify Sections 5.3 and 5.5 to meet the needs of your project.>

1. A Change Request is:
   - Implemented in the project only when both Sponsor and Project Manager agree on a recommended action.

2. The CR may be:
   - **Low-impact** – Has no material affect on cost or schedule. Quality is not impaired.
   - **Medium-impact** – Moderate impact on cost or schedule, or no impact on cost or schedule but quality is impaired. If impact is negative, Sponsor review and approval is required
   - **High-impact** – Significant impact on cost, schedule or quality. If impact is negative, Executive Committee review and approval is required
     Impact on Business Value – If there is any negative impact on Business Value Sponsor approval is required

3. For this project:
   - **Moderate-impact** – Fewer than X days change in schedule; less than $XX change in budget; one or more major use cases materially degraded
   - **High-impact** – More than X days change in schedule; more than $XX change in budget; one or more major use cases lost.

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4. All project changes will require some degree of update to project documents:

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Documents to Review (and update as needed):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low-impact</td>
<td>Small scope changes likely require update to requirements, design, and test documents.</td>
</tr>
<tr>
<td>Moderate- or high-impact</td>
<td>Depending on the type of change, the following documents (at a minimum) must be reviewed and may require update:</td>
</tr>
<tr>
<td>Scope</td>
<td>Scope Statement, including WBS, Functional and Technical Requirements, Design Specifications.</td>
</tr>
<tr>
<td></td>
<td>Schedule-related documents (if scope is affected).</td>
</tr>
<tr>
<td>Quality</td>
<td>Risk Response Plan, Budget, Project Schedule, Resource Plan, Quality Plan.</td>
</tr>
<tr>
<td></td>
<td>Requirements, Design Specifications, Estimates of Business Value.</td>
</tr>
</tbody>
</table>
5. Project documents:

Whenever changes are made to project documents, the version history is updated in the document and prior versions are maintained in an archive. Edit access to project documents is limited to the Project Manager and designated individuals on the Project Team.

- For this project, all electronic documents are kept in (select one of the following and describe it in the adjacent space provided):

<table>
<thead>
<tr>
<th></th>
<th>Version Control System:</th>
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<tbody>
<tr>
<td></td>
<td>Central storage available to the Project Team (e.g. SharePoint):</td>
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<tr>
<td></td>
<td>Other:</td>
</tr>
</tbody>
</table>

6. Change Authority:

The person or group who has authority to approve a CR depends on the impact of the CR, as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>Project Manager can approve CRs as long as the cumulative impact of all CRs does not exceed X% of the cost or time baseline</td>
</tr>
<tr>
<td>Sponsor</td>
<td>Sponsor can approve CRs as long as the cumulative impact of all CRs does not exceed X% of the cost or time baseline</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>Executive Committee must approve CRs when the cumulative impact of all CRs exceeds X% of the cost or time baseline</td>
</tr>
</tbody>
</table>
### 6. Project Change Control Plan / Signatures

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Signature</th>
<th>Date (MM/DD/YYYY)</th>
</tr>
</thead>
<tbody>
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</table>

I have reviewed the information contained in this Project Change Control Plan and agree:

The signatures above indicate an understanding of the purpose and content of this document by those signing it. By signing this document, they agree to this as the formal Project Change Control Plan.

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