



## Controlling Change to Scope and Requirements

This course provides two days of practical, hands-on training in the three primary approaches to project change control in predictive (waterfall) projects. Participants examine how to set the stage for effective project control, discuss how to establish project baselines, and then explore the details of formal change control. The benefits of change control on both project delivery and on the business value that follows the project are thoroughly examined. Topics include:

- Change control with a product lifecycle perspective
- How change control supports project success
- Three primary change control strategies
- How to minimize the need for change
- Setting scope boundaries in a project charter
- Importance of project baselines
- How to manage change when it occurs
- Implementing project change control
- Minimizing change through effective requirements management
- How to embrace change when it adds value
- Evaluating change requests for value
- Quantifying value with an Opportunity Register
- Change control success factors

### Who should attend

Project Managers who want an in-depth look at crucial concepts and techniques; new project managers looking for a jump start in their new profession; newly assigned project managers and team leads; managers of project managers; functional managers with project responsibility; and PMO/COE staff.

### Prerequisites

This course assumes that participants have participated in some projects and have some experience leading small projects or project teams. Prior PM training is helpful but not required.

### Course Information

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| <ul style="list-style-type: none"><li>• <b>Course I.D. Number:</b> 3065</li><li>• <b>Duration:</b> 2 days</li><li>• <b>Participants receive:</b><ul style="list-style-type: none"><li>○ PMP®-certified instructor</li><li>○ Comprehensive Participant Guide</li><li>○ 14 PDUs (Technical: 11 Leadership: 3 Strategic: 0)</li></ul></li></ul> | <p><b>Typical class size:</b> 6 to 20 attendees<br/><b>Delivery:</b> Virtual or onsite</p> <ul style="list-style-type: none"><li>○ Project Management templates</li><li>○ Certificate of Participation</li></ul> |
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### Why should I take this course?

- All participants take home a list of change control Best Practices and a set of commercial quality templates to help them deal with critical aspects of change control.
- Take this course and learn how to avoid many of the problems that project managers most often encounter when dealing with change.

### Learning Approach

- A highly experienced instructor will use interactive lecture format, numerous hands-on exercises, team activities, group discussions, and other techniques to drive home the essential points of this material
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.

## Course Outline

### I. Introduction

- The nature of project change
- Definition of change control
- Three primary change control strategies
- How change control supports successful project delivery
- How change control protects post-project Business Value

### II. Minimizing the Need for Change: Initiation Phase

- How the Project Charter helps Change Control
- Defining business value and project objectives
- Setting preliminary scope boundaries
- Gaining stakeholder buy-in to change control
- Why effective estimation matters

### III. Minimizing the Need for Change: Planning Phase

- Including the perspective of stakeholders
- The importance of thorough project planning
- Value of a structured requirements process
- WBS and Scope Statement
- The value of definitive project baselines
- How to minimize last minute changes
- How effective risk management promotes control of change
- Business Value planning

This course includes hands-on exercises and discussions that reinforce comprehension and retention.

## Licensing

### *Use this course to teach your students!*

This course is available under license to qualified Training Providers. See: <http://www.cvr-it.com/coursewareondemand/> for details or contact us: **800.877.8129** or [info@cvr-it.com](mailto:info@cvr-it.com)

### IV. Change Control Overview

- Developing a change control plan
- The work of change control
- Tools of change control
- The change authority

### V. Controlling Change When It Occurs

- Managing change to scope and requirements
- Defending preliminary scope boundaries
- Keeping scope, time and cost in balance
- Sources of project change
- Managing change requests
- Using business value as a guide to change control
- Managing requirements
- Dealing with mandates
- Change and risk
- Managing baselines
- Working with a vendor's change control system
- Challenges to the enforcement of change control
- Reporting project changes to stakeholders

### VI. Embracing Change

- Effective change control strategies
- Evaluating Change Requests (CRs) for value
- Qualifying CRs with an Opportunity Register
- Evaluating CRs with an Opportunity Screen
- Selecting high value changes