

Project Change Control

Workshop Description

The Challenge

Left to themselves projects tend to change, sometimes unpredictably and often with great frequency. This can be disastrous as anyone who has dealt with runaway Scope Creep can attest. It is essential for the success of any project that change is introduced and implemented in a controlled manner.

The Solution

Project Change Control presents a practical approach to managing change in projects. The methods introduced represent a formal approach to managing project change, not to prevent it because change can be important, but rather to limit its occurrence and, whenever possible, to ensure that the impact is beneficial. While based on PMBOK® concepts, all topics are supplemented with field-proven best practices that are effective in any project setting. Students learn how to establish project baselines, manage requests for change, gain approval for changes that make sense, and then integrate approved changes into the project.

When done well, formal Change Control ensures that all project changes are recognized, understood, allowed only if approved and done in such a way as to support project objectives. This workshop examines how to prepare for and implement effective Change Control in any project.

Who should attend

Project and program managers, project leads, PMO/COE staff, anyone who manages project managers, functional managers with project responsibility.

Learning Objectives – Understand the following:

- Why Change Control is beneficial
- How to prepare for Change Control
- Tools of Change Control
- The Change Control process
- Importance of Change Requests
- Working with stakeholders to control change
- How to analyze Change Requests
- Change Request Log
- Requirements traceability
- Managing baselines
- Importance of enforcing Change Control
- How to apply Change Control to scope, schedule and budget

Workshop Information

- **Duration:** ½ day
- **Typical class size:** 6 to 40 attendees
- **Participants receive:**

- PMP®-certified instruction
- Student Guide
- Useful templates related to the topic
- Certificate of Participation
- 3 PDUs / Contact Hours in project management education
- **Course I.D. Number:** 1734

Learning Approach

- A highly experienced instructor will use an interactive lecture format, group discussions and other techniques to drive home the essential points of this material
- This workshop includes hands-on exercises that solidify understanding of key concepts.
- We will build on your prior experience in this topic, while providing you with a structure and vocabulary to use in future projects.
- You will receive a Student Guide which will help you follow the material, take notes and retain what you learned so that you can apply it on your job.

Why should I take this workshop?

- ***Project Change Control*** provides project managers with actionable steps they can use to contain and control the impact of change in their projects. Attendees should be able to make immediate use of the best practices presented in this workshop.
- Take this workshop and learn what you can do to establish firm control over scope, schedule and budget.
- Whether new to Project Management or building on existing skills, participants can return to their workplace better equipped to bring their projects to a successful conclusion.

Cost and Availability

We can arrange onsite training to suit your requirements. See our website for the latest pricing information:

<http://www.cvr-it.com>

Licensing

This workshop is available under license to qualified Training Providers. We deliver a full set of courseware materials including instructor slides, instructor manual and student guide. Train the Trainer instruction is available to ensure that all providers adhere to the same high level of course delivery. For more information, contact us at info@cvr-it.com