

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.

[Link To Project Change Request Form](#)

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

[Link To Project Change Request Log](#)

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	
Those responsible for Change Control	Their Responsibilities
Project Manager, with the Project Team	Developing the Change Control Plan
Project Manager	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.
A designated member of the Project Team	Maintaining a log of all CRs.
Project Manager	Conducting reviews of all change control activities with senior management on a periodic basis.
The Executive Committee	Ensuring that adequate resources and funding are available to support execution of the Change Control Plan. Ensuring that the Change Control Plan is implemented.

4. Process
<i><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.></i>
<p>The Change Control process occurs as follows:</p> <ol style="list-style-type: none"> 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 <p>In practice the Change Request process is a bit more complex. The following describes the change control process in detail:</p>

4. Process	
1. Any stakeholder can request or identify a change. He/she uses section 1 of the <i>Change Request Form</i> 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 <i>CR Log</i> .	Link To Project Change Request Log
3. CRs are reviewed daily by the Project Manager or designee and assigned one four possible outcomes:	
<ul style="list-style-type: none"> ▪ <i>Reject:</i> 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> ▪ <i>Refer to a date:</i> 	<ul style="list-style-type: none"> • 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 meeting. • An analyst is assigned and impact analysis begins. • Project Team is notified.
<ul style="list-style-type: none"> ▪ <i>Accept for analysis immediately (2-d emergency):</i> 	<ul style="list-style-type: none"> • Project Team reviews the CR at its next meeting.
4. All new pending CRs are reviewed at the Project Team meeting. Possible outcomes:	
<ul style="list-style-type: none"> ▪ <i>Reject:</i> 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> ▪ <i>Refer to a date:</i> 	<ul style="list-style-type: none"> • Project Team is scheduled to consider the CR on a given date. • Notice is sent to the submitter.
<ul style="list-style-type: none"> ▪ <i>Accept for analysis:</i> 	<ul style="list-style-type: none"> • 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.¹ Possible outcomes:	
<ul style="list-style-type: none"> ▪ <i>Reject:</i> 	<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> ▪ <i>Accept</i> 	<ul style="list-style-type: none"> • Project Manager accepts the analyst's recommendation • Notice is sent to Project Sponsor as follows: <ul style="list-style-type: none"> • Low impact CR – information only, no action required • Medium impact CR – Sponsor review requested, no other action required • High impact CR – Sponsor approval required • Any negative impact on Business Value – Sponsor approval required
<ul style="list-style-type: none"> ▪ <i>Return for further analysis</i> 	<ul style="list-style-type: none"> • Project manager has questions or suggestions that are sent back to the analyst for further consideration
6. Medium- and High-impact CRs are forwarded to the Project Sponsor for review of recommendations. Possible outcomes:	
<ul style="list-style-type: none"> ▪ <i>Reject</i> 	<ul style="list-style-type: none"> • Notice is sent to the submitter • Submitter may appeal to the Executive Committee • Executive Committee review is final
<ul style="list-style-type: none"> ▪ <i>Accept</i> 	<ul style="list-style-type: none"> • Notice is sent to the submitter • Project Manager and team update relevant project documents • Project team reports and implements the change
<ul style="list-style-type: none"> ▪ <i>Return for further analysis:</i> 	<ul style="list-style-type: none"> • 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).

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:

Low Impact - Small scope changes may require update only to requirements, design and test documents

Moderate or High Impact - depending on the type of change, the following documents (as a minimum) must be reviewed and may require update:

Type of Change:	Documents to Review (and update as needed):
Scope	<ul style="list-style-type: none"> - Scope Statement, including WBS - Functional and Technical Requirements - Design Specifications - Budget - Project Schedule - Resource Plan - Risk Response Plan
Schedule	<ul style="list-style-type: none"> - Project Schedule - Budget - Resource Plan - Risk Response Plan - Scope-related documents (if scope is affected)
Budget	<ul style="list-style-type: none"> - Budget - Project Schedule - Resource Plan - Risk Response Plan - Scope-related documents (if scope is affected)
Quality	<ul style="list-style-type: none"> - Risk Response Plan - Budget - Project Schedule - Resource Plan - Quality Plan - Requirements - Design Specifications - Estimates of Budgets Value

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.					
<ul style="list-style-type: none"> For this project, all <u>electronic documents</u> are kept in (select one of the following and describe it in the adjacent space provided): 					
<input type="checkbox"/>	Version Control System:				
<input type="checkbox"/>	Central storage available to the Project Team (e.g. SharePoint):				
<input type="checkbox"/>	Other:				
<p>For this project, all <u>paper documents</u> are kept in (select one of the following and describe it in the adjacent space provided):</p> <ul style="list-style-type: none"> Project file maintained by the Project Manager Owner <p>The following individuals have edit access to project documents:</p> <table border="1"> <thead> <tr> <th>Role</th> <th>Documents</th> </tr> </thead> <tbody> <tr> <td>Project Manager</td> <td>All current documents Project archive</td> </tr> </tbody> </table>		Role	Documents	Project Manager	All current documents Project archive
Role	Documents				
Project Manager	All current documents Project archive				
6. Change Authority:					
The person or group who has authority to approve a CR depends on the impact of the CR, as follows:					
<ul style="list-style-type: none"> Project Manager 	<ul style="list-style-type: none"> Project Manager can approve CRs as long s the cumulative impact of all CRs does not exceed X% of the cost or time baseline 				
<ul style="list-style-type: none"> Sponsor 	<ul style="list-style-type: none"> Sponsor can approve CRs as long s the cumulative impact of all CRs does not exceed X% of the cost or time baseline 				
<ul style="list-style-type: none"> Executive Committee 	<ul style="list-style-type: none"> Executive Committee must approve CRs when the cumulative impact of all CRs exceeds X% of the cost or time baseline 				

Put your
logo here

**Put your
organization
name here**

Sample - for Evaluation Only

6. Project Change Control Plan / Signatures			
Project Name:			
Project Manager:			
<i>I have reviewed the information contained in this Project Change Control Plan and agree:</i>			
Name	Role	Signature	Date (MM/DD/YYYY)

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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