

### Introduction

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Change Management is an important part of any project. Changes must be vetted and managed to ensu

The Change Management Plan was created for the Inventory Services (IS) Project in order to set expect

### Change Management Approach

This section of the Change Management Plan describes the approach the organization will use for mana

The Change Management approach for the IS Project will ensure that all proposed changes are defined

The Change Management approach is not to be confused with the Change Management Process which

- Ensure changes are within scope and beneficial to the project
- Determine how the change will be implemented
- Manage the change as it is implemented

The Change Management process has been designed to make sure this approach is followed for all cha

### Definitions of Change

This section of the Change Management Plan defines the different types of changes that may be reques

There are several types of changes which may be requested and considered for the IS Project. Dependi

- Scheduling Changes: changes which will impact the approved project schedule. These changes m

- Budget Changes: changes which will impact the approved project budget. These changes may require a change in the project budget.
- Scope Changes: changes which are necessary and impact the project's scope which may be the result of a change in requirements.

The project manager must ensure that any approved changes are communicated to the project stakeholders.

### Change Control Board

Here the Change Management Plan describes the Change Control Board, the purpose of the board, and the roles of the board members.

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the project.

Name
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Position
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CCB Role
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A. Smith
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IS Project Sponsor
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CCB Chair
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T. White
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IS Project Manager

CCB Member

B. Brown

IS Project Technical Lead

CCB Co-Chair

J. Jones

IS Project Operations Lead

CCB Member

As change requests are submitted to the IS Project Manager by the project team/stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every other Friday to review all change requests. For a change request to be approved, all CCB members must vote in favor. In the event more information is needed for a particular change request, the request will be deferred and sent back to the requestor for more information or clarification. If a change is deemed critical, an ad hoc CCB meeting can be called in order to review the change prior to the next scheduled bi-weekly CCB meeting.

## Roles and Responsibilities

This section of the Change Management Plan describes the roles and responsibilities of project team members in regards to the change management process. It is important that everyone understands these roles and responsibilities as they work through the change management process. These roles and responsibilities must be communicated as part of the change management plan to all project stakeholders.

The following are the roles and responsibilities for all change management efforts related to the IS Project:

Project Sponsor:

- Approve all changes to budget/funding allocations
- Approve all changes to schedule baseline
- Approve any changes in project scope
- Chair the CCB

Project Manager:

- Receive and log all change requests from project stakeholders
- Conduct preliminary risk, cost, schedule, scope analysis of change prior to CCB
- Seek clarification from change requestors on any open issues or concerns
- Make documentation revisions/edits as necessary for all approved changes
- Participate on CCB

Project Team / Stakeholders

- Submit all change requests on standard organizational change request forms

- Provide all applicable information and detail on change request forms
- Be prepared to address questions regarding any submitted change requests
- Provide feedback as necessary on impact of proposed changes

### **Change Control Process**

This part of the Change Management Plan should describe the change control process from beginning to end. Typically, a change control process should be an organizational standard and repeatable. This process is the tool which is used to ensure adherence to the organization's change management approach which was discussed in an earlier section. By following all of the steps, the project team can successfully incorporate approved changes, communicate the changes, and update project documentation.

The Change Control Process for the IS Project will follow the organizational standard change process for all projects. The project manager has overall responsibility for executing the change management process for each change request.

1. Identify the need for a change (Stakeholders) – Change requestor will submit a completed change request form to the project manager.
2. Log change in the change request register (Project Manager) – The project manager will keep a log of all submitted change requests throughout the project's lifecycle.
3. Evaluate the change (Project Manager, Team, Requestor) – The project manager will conduct a preliminary analysis on the impact of the change to risk, cost, schedule, and scope and seek clarification from team members and the change requestor.
4. Submit change request to CCB (Project Manager) – The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.
5. Obtain Decision on change request (CCB) – The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.
6. Implement change (Project Manager) – If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary.

Source: [projectmanagementdocs.com](http://projectmanagementdocs.com)