



Project Change Management Process

Purpose

The purpose of this document is to provide techniques for managing changes during the project life cycle and maintaining the quality of the project. It is a good business practice for projects to implement a process that fits the project to maintain the balance between project requirements and cost/schedule.

Change Management Steps

The Change Management Process consists of steps that allow changes to be identified, evaluated, priced, and tracked through closure.

1. A project Change Manager and a Project Change Management Board are identified for the project.
2. Individual submits information on the change to be considered. The information regarding a change request is documented on the "Project Change Request."
3. Change Management Board (CMB) reviews request. A decision is made to (1) "approve for analysis", (2) "reject", or (3) "defer" the change.
4. The Change Management Board may choose to track all requests in a database or spreadsheet to obtain an overview of all requests. See the "Change Request Log" form for a sample report/spreadsheet format.
5. Changes that are approved for analysis are assigned to an analyst for further investigation.
6. Analysts make an initial assessment of cost, schedule, and resources required to implement the proposed change. This information is documented in the "Project Change Request" Form. If the change is complex and the initial assessment cannot be made within two days, a cost/schedule impact analysis should be completed using the "Cost/Schedule Impact Analysis" form.
7. When either the initial assessment or the cost/schedule impact analysis is complete and the cost, schedule, and resource needs are available, the CMB again considers the change.
8. If the change is accepted, it becomes a part of the project management process and baseline documents are updated. A change that is not accepted at this level can be deferred to a later time, rejected, or sent back to the original requester or analyst for rework.
9. The central repository for project documentation should have a Change Control sub-directory for project change information, accessible by all project team members. There should also be a mechanism to retrieve information for purposes of tracking.
10. Change summary information is to be included as part of the project status meetings.

Change Management Process Templates

- Project Change Request http://dwdworkweb/forms/CIO_13306_E.htm
- Cost/Schedule Impact Analysis Worksheet <http://dwdworkweb/itinvestment/>
- Change Request Log <http://dwdworkweb/itinvestment/>