<PROJECT NAME>

CHANGE MANAGEMENT PLAN

Version <Type Version #>

My signature indicates approval of this Change Management Plan.

Prepared by:

_____
Project Manager

Approved by:

_____
Agency CIO

Approved by:

_____
Project Sponsor

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Revision History

Date	Version	Description	Author
<MM/DD/YYYY>	<0.00>	<Type brief description here>	<First Initial & Last Name>

<Template Overview and Instructions:

The Change Management Plan documents how changes will be proposed, accepted, monitored, and controlled. Edit this document to establish the process to manage change. Instructional text in this document is bracketed and has a grey background. Other text may be used in your actual plan. **Please remove the instructions when the document is finalized**.>

Change Management Plan

1 PURPOSE

The Change Management Plan establishes how changes will be proposed, accepted, monitored, and controlled. The change control procedures identified in the Change Management Plan will govern changes to the baseline project scope including changes to the work breakdown structure and requirements from project inception through to completion. In addition, the change control procedures will govern changes to the baseline schedule and cost. This Change Management Plan addresses the following activities:

- Identification and inventory of change requests

- Analysis and documentation of the complete impact of requested changes

- Approval or rejection of change requests

- Tracking changes and updating of project documentation to account for approved changes

<For more information on integrated change control processes, please review Section 4.5 in the *Project Management Body of Knowledge,* fourth edition.>

2 PROCEDURES FOR CHANGE IDENTIFICATION

<Describe the procedures to be used to identify and document change requests to project baselines (e.g., approved scope baseline, cost baseline, and schedule baseline). Describe who is authorized to submit change requests. The following is sample language that may be included in change identification procedures.>

Any project team member can submit a change request to the Project Manager. When the need for a change to the approved baseline is identified, the change will be clearly defined using the Change Request Form (See Attachment A: Change Request Form).

- The Requestor completes Section 1 of the Change Request Form and submits it to the Project Manager for review.

- The Project Manager records the request in the Change Control Log (Attachment B: Change Control Log) and assigns a change request number to the change request.

3 PROCEDURES FOR CHANGE ANALYSIS

<Describe the procedures to be used to analyze and assess the impact of the proposed change. The change should be assessed relative to the project's baseline scope (additions or deletions), schedule (impact on established schedule milestones), and total project costs.

Also, describe the process to be used by the project team to evaluate and approve a proposed change to be forwarded to the Project Sponsor, Executive Sponsor, and/or the Change Control

Board (CCB) for final review and approval. A CCB is a group of individuals assigned to control identified project changes, review impacts, and grant approvals or rejections of proposed changes. The CCB comprises project stakeholders or their representatives. In many projects, the Steering Committee functions as the CCB.

To fully evaluate and accept or reject the change request, the project team should provide the approver(s) with the impact that the change will have on the project. The Project Manager and the approver(s) are most interested in the impact of change to the project scope, schedule, cost, quality, and risk. The following is sample language that may be included in change analysis procedures.>

- The Project Manager will assign a project team member to complete Section 2 of the Change Request Form, which details the work to complete the change and the impact of the change to the project and deliverables.

- The Project Manager will determine if the request is viable and decide whether the request merits consideration by the Project Sponsor, Executive Sponsor, and/or CCB.

4   CHANGE REQUEST APPROVAL PROCESS

<Document the process to be used to evaluate, approve, and communicate changes to the project scope, schedule, and cost baseline. Within this section, define what members of the project team are needed to assess changes, maintain change records, present proposed changes to management, and review and approve or reject changes. The following is sample language that may be used in the Change Request Approval Process.>

- When the impact of the change has been recorded, the Project Manager forwards the Change Request Form to the Project Sponsor, Executive Sponsor, and/or CCB for acceptance or rejection.

- The Project Sponsor, Executive Sponsor, and/or CCB will review the change request and indicate their decisions by completing Section 3 of the Change Request Form and returning it to the Project Manager.

- If approved, the Project Manager will update the appropriate project documentation to reflect the change. For example, if the scope is changed, the Project Scope Statement should reflect the updated scope. Corresponding contract modifications may also be required if the approved change impacts the contractual scope, schedule, costs, or other terms.

- If rejected, the Project Manager will update the Change Control Log.

5   CHANGE TRACKING

<Describe the process for maintaining a master log of all changes submitted, approved, and rejected for the project, so that clear traceability of all proposed changes is evident. The following is sample language that may be used.>

- The Project Manager will maintain a master log of all change requests and the resolution of each request. All requests will be maintained in a Change Control Log. A sample Change Control Log is included in Attachment B.

- For approved changes, the Project Manager will complete Section 4 of the Change Request Form to indicate completion of project document updates and will file the form with other project artifacts.

ATTACHMENT A: SAMPLE PROJECT CHANGE REQUEST FORM

Project Information		
Project Title:	**Project Number:**	
Project Manager:		
Section 1: Change Request		
Requestor Name: **Requestor Phone:**	**Date of Request:**	**Change Request Number:** *Supplied by (PM)*
Item to be Changed:		**Priority:**
Description of Change:		
Estimated Cost & Time:		
Section 2: Change Evaluation		
Evaluated by:	**Work Required:**	
What is Affect:		
Impact to Cost, Schedule, Scope, Quality, and Risk:		

Section 3: Change Resolution			
Accepted **Rejected**	**Approved by (Print):**	**Signature:**	**Date:**
Comments:			

Section 4: Change Tracking			
Completion Date	**Completed by (Print):**	**Signature:**	**Date:**
My signature above indicates that the project documentation has been updated to accurately and comprehensively reflect the approved changes.			

Change Management Plan

ATTACHMENT B: SAMPLE CHANGE CONTROL LOG

Project Information							
Project Title:					**Project Number:**		
Project Manager:							
Change Number	**Description of Change**	**Priority**	**Date Requested**	**Requested By**	**Status (Evaluating, Pending, Approved, Rejected)**	**Date Resolved**	**Resolution/Comments**