

**[Project Name] Change Management Plan**

Division of Information Technology

**Date**

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# Introduction

## Purpose

The purpose of this Change Management Plan is to establish the methods and procedures for identifying and approving all changes affecting a project. These changes can include but are not limited to the following:

* Resources, costs, and timing as set out in the Project Plan
* Deliverable, product and process
* Requirements and scope

## Change Definition

Changes occur in all projects through deviations from the requirements document, scheduling of estimates that differ from the project plan or changes in scope that differ from original scope. It is important that all changes are effectively and professionally managed. Requested changes are described in writing using the Change Request Form. The impact of the change to project schedule is assessed and included in the form.

Changes are subject to a management review process through the Change Control Board. Through this process estimated effort, costs and impact on project schedules are examined and decisions are made to approve, postpone, or not approve the requested changes. The project schedule and cost estimates are revised to accommodate approved changes.

## Audience

This Change Management Plan is intended for the Change Control Board, key stakeholders, and the project team.

# Change Management Overview

## Change Management Approach

Any changes to project schedule, cost, scope or requirements are handled using this Change Management process and will follow the procedures described in this document.

## Change Management Cycle

The Change Management Cycle is comprised of the following events:

* Raise/Identify and record Change Request (CR)
* Assess impact and value of change
* Present assessment results and obtain approval from the Change Control Board
* If change is approved, implement change and re-baseline project plan
* Close CR

## Sources of Change

All project changes must enter the Change Management cycle in the format of a Change Request. Legitimate changes to the product/project may stem from:

* Responses to problems internal to the project
* Externally imposed requirements (Board mandates, etc.)
* Change in business requirements or strategy

## Roles and Responsibilities

The following list outlines the key responsibilities of personnel involved in the Change Management process:

* Project Manager/Change Manager - assigned responsibility for facilitating or executing the change management process to officially provide scope, schedule and resources, accepts, logs and tracks CR’s
* Project Sponsor(s) – responsible for reviewing, authorizing and funding changes, if necessary
* Change Control Board – responsible for accepting or rejecting CR implementation
* Project team member(s) – provide assistance as needed in providing input to evaluate the change request