

Change Management Plan

Purpose

- Provide guidelines for managing the project
- Facilitate communication about changes
- Allow for an impact analysis of changes
- Provide sufficient info to approve changes

Process

- Who can request changes?

- When can changes be requested?

- What is the procedure for
 - Submitting a request?

 - Processing a request?

 - Performing an impact analysis?
 - Obtaining a decision after the impact analysis has been completed?

 - When a Change Request is approved, deferred, or rejected?

- Where will the changes be documented?

Sample of a Change Request Form

Project Name _____

Project Manager _____

Date Approval Needed _____

Change request #	Request submitted by	Change requested by	Date requested
Justification	Description of Change Requested		
	Reason for Change		
Impact	Impact	Impact of Proposed Change(s)	
	Scope		
	Risk		
	Schedule		
	Staff Effort		
	Spending		
	Quality		
	Customer Satisfaction		
	Other		
Approvals	Name	Signature	Date
	Originator		
	Project Manager		
	Sponsor		
	Customer		