## CHANGE CONTROL PROCESS

The Change Control process is related to the Communication Plan in that the Project Manager(s), along with the Steering Committee, determines what the Scope, Time, and Budget tolerances are allowed before official notification to the Steering Committee is necessary. For example, a project manager may be given a schedule delay parameter of 2 weeks before he/she needs to notify the Steering Committee. It is a best practice to attempt corrective action(s) before initiating the formal Change Control Process.

In the Change Control Process, the Project Manager(s) should never take precipitous action. Careful analysis should precede any decision-making or recommendation on changing the plan. Below are the key areas of a project that require a Project Manager to use the Change Control Process to address changes:

* Scope
* Schedule (Time)
* Cost
* Risks/Issues

If a change is required, then these steps will be followed:

1. Complete Change Request Form – Completion of a change request form (see Change Request Example document for instructions and template) describing the change that is being requested, the justification for the change, and the cost of that change in terms of dollars, duration, and the impact of the change on the project scope.
2. The Project Manager(s) should always explore opportunities to address any problems or issues with corrective action versus changing the project baseline.
 **Note**: Changing the project schedule does not mean changing the approved project baseline. The baseline should be retained to provide a benchmark with which to analyze project variances.
3. The project manager(s) prepares recommendation(s) to the Steering Committee regarding the change request.
4. If proposed corrective action is approved by the Steering Committee, the Implementation Team implements the action and the project manager documents the results. Also, the project manager(s) will monitor actual performance to ensure that the corrective action is having its desired results.
**Note**: If further changes are needed, a new change request that references the prior change request needs to be sent to the Steering Committee.
5. A copy of the change request and approved action must be retained in the project document repository and filed in the project archives as part of the project closing process.
6. The Project Manager(s) should communicate the approved changes to the appropriate stakeholders.