**Project Change Control Plan**

***Project Management Office (PMO)***

The Project Change Control Plan provides a means to identify, assess, track and implement change throughout the life of the project ensuring effective communication of all changes with stakeholders. This document serves as the Project Change Control Plan for all projects.

A project change request (PCR) is a proposed modification to the project which impacts the approved scope, schedule or cost documented within the Charter or last approved project change request.

The objectives of the Project Change Control Plan are:

* To ensure that standardized methods and procedures are established for effective management of all project-related change requests
* To minimize the negative impact on scope, cost, schedule, and quality

Project Change Control entails the following:

* Implementation and management of approved changes;
* Communication process to ensure that the project team and stakeholders are informed of changes when they are approved or rejected;
* Monitoring and reviewing of the factors that could cause change to project scope, schedule or budget/cost; identifying early signs of change and recognizing that change has either occurred or is required;
* Administrative management of change, (record, review, assess impact of proposed changes; acquiring approval to proceed with change)
* Identification of unplanned changes and evaluation of their impact on the project and taking corrective action as required;
* Organization of timely reviews of requests and provision of appropriate decisions (i.e. approvals, deferrals or rejections of changes);
* Co-ordination of changes across knowledge areas; for example, a proposed schedule change will often affect cost, risk, quality, and/or staffing.

The Project Manager (PM) is responsible for managing, controlling and communication of change for the project.

## Project Change Control steps

The following table summarizes the steps in the process to manage project changes:

| **Step** | **Action** |
| --- | --- |
| 1 | Identify Need for Project Change Request |
| 2 | Document Project Change Request |
| 3 | Assess Project Change Request Impact |
| 4 | Communication of Project Change Request |
| 5 | Approval/Implementation of Project Change Request |

#### Step 1 - Identify Project Change Request

* Need for project changes can be identified by anyone involved in the project at any time during the project life cycle. A project change request may be the result of a risk or issue identification, or escalation.
* All proposed project change requests are to be brought to the attention of the PM and recorded within the project site.
* A project change request is required if there is any change to approved scope.
* A project change request is required if there is a schedule variance of greater than +/-10%.
* A project change request is required if there is cost variance of greater than +/-10% from the approved budget/cost.

#### Step 2 - Document Project Change Request

The PM or Project Leader (PL)

* creates the project change request, identifying owner as PM or PL
* carries out an initial review of the project change request to determine validity
* this review may include consultation with the appropriate stakeholders including but not limited to the requestor

#### Step 3 - Assess Project Change Request Impact

* The PM, collaborating with appropriate stakeholders/subject matter experts (SMEs), assesses the impact of the project change in relation to scope, schedule and cost documenting the details
* As a result of this change impact assessment, any new risk or issue information that is identified is captured and recorded in the project site.

#### Step 4 - Communication of Project Change Request

* The Project Manager will share the status of change requests with the team members and stakeholders on a regular basis

#### Step 5 - Approval/Implementation of Project Change Request

* Project Change Request must be approved by the Project Steering Committee, this includes:
* schedule changes (if any)
* preparing the project change financial information financial changes (if any) in project site
* acquiring appropriate approval signatures
* ensuring the final version is placed in the project site whether it is approved or rejected
* Steering committee meeting minutes can be used as evidence of project change request decision and loaded into the project site

## Amendment History

|  |  |  |  |
| --- | --- | --- | --- |
| Document Version # | Modified Date | Modified By | Section, Page(s) and Text Revised |
| 1.0 | August 2019 | PMO –  | Original Release 1.0  |
|  |  |  |  |