



Change Control Step	Action	Responsibility
Identify Change	Request a change to be made to the scope of the project.	Any Stakeholder
Review Request	Evaluate the benefits of doing the change.	Project Manager/ Project Sponsor
Log Request	Document that a request for a change was made. Include a short description and reasons for not proceeding with it.	Project Manager
Assess Impact	Identify all tasks that will be impacted either to make the change, or as a result of the change. Analyze how the change will affect project performance in terms of cost, schedule and quality.	Project Manager/ Project Team
Project Impact?	If there is no impact on the project performance, proceed with making the change and document accordingly in the Project Plan.	Project Manager
Prepare Change Request	If an impact to the project cost, schedule or quality has been identified, prepare a Change Request using the template found in the 'Tools & Templates' section of the CCS Project Office website.	Project Manager
Request Approved?	After obtaining Project Sponsor approval, submit the Change Request to the CCS Project Office to obtain final approval from the appropriate Change Control Board (CIO/ISSC).	Project Manager
Log as an Issue	If the change is <i>not</i> approved, it should be logged (and processed) as an issue because an area of concern had been raised which may impact the project results if left unattended. Follow the procedure outlined in the issue management section of the Project Plan.	Project Manager/ Project Team
Update Plan	Update the Project Plan with the new scope definition and baselines for schedule and cost. Submit the revised Project Plan to the Project Office for archiving.	Project Manager
Communicate the Change	Communicate the approved change to all Stakeholders. Outline how the change will impact the project, and how it will be processed.	Project Manager
Implement the Change	Assign and complete the work.	Project Manager/ Project Team