

Change Management Guide

This guide outlines the sequential steps for managing changes within a project. It covers the procedures for change request assessment and delineates the approval processes to ensure project integrity and success.

Step 1: **Create Policy**

Develop a comprehensive change management policy that sets the boundaries and procedures for handling changes. This should include relevant stakeholders, change control board (CCB), types of changes that require tracking, and documentation requirements.

Step 2: **Log Request**

Record the change request in a change log. Ensure that all details such as the nature of the change, the reason behind it, and its potential impact on the project are thoroughly documented.

Step 3: **Assess Impact**

Conduct an impact analysis to understand how the proposed change will affect the project scope, schedule, budget, and resources. This involves reviewing the change request in detail to assess its implications.

Step 4: **Review Change**

Arrange a review meeting with the change control board (CCB) and other key stakeholders to go over the change request and its impact

analysis. The purpose is to discuss the feasibility and potential effects on the project.

Step 5: Approve/Reject

Decide to approve or reject the change request based on the review discussion. If approved, update the change log with the decision and relevant details, and communicate the approval to the project team and other stakeholders.

Step 6: Implement Change

If the change is approved, develop and execute an implementation plan. This should include tasks such as assigning responsibilities, estimating time and resources, and setting milestones for integration into the project work.

Step 7: Update Plan

Revise the project plan to reflect the approved change. Update relevant documents and project management tools to align with the new direction, ensuring all team members are informed of the revised plan.

Step 8: Monitor Impact

Continuously monitor the effects of the implemented change on project progress. This includes tracking performance against the updated project plan and managing any further adjustments as necessary.

Step 9: **Close Request**

Formally close the change request by ensuring all project documentation reflects the implemented change. Confirm that project objectives remain aligned and that final outcomes are achieved as planned.

General Notes

Documentation

Maintain comprehensive documentation throughout the change management process to support accountability, transparency, and communication among stakeholders.

Communication

Ensure to communicate changes effectively to all stakeholders at each step of the process to avoid confusion and maintain trust.

Training

Provide any necessary training for team members on the new procedures or tools introduced as a result of the change implementation.