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Template Guide

What is a Change Management Process?

A Change Management Process is a method by which changes to the project (e.g. to the scope, deliverables, time schedules or resources) are formally defined, evaluated and approved prior to implementation. The process entails completing a variety of control procedures to ensure that, if implemented, the change will cause minimal impact to the objectives of the project.

A Change Management Process is used to ensure that every change identified is formally:

- *Communicated*
- *Documented*
- *Reviewed*
- *Approved*
- *Implemented*

When to use a Change Management Process

The Change Management Process is undertaken during the “Execution” phase of the project (i.e. the phase in which the deliverables are produced), once the project has been formally defined and planned. In theory, any change to the project during the Execution phase will need to be formally managed as a part of the Change Management Process. The delivery of the project on schedule, on budget and on par with product quality objectives, requires effective execution of a formal Change Management Process.

Note: The Change Management Process is terminated only when the Execution phase of the project is completed (i.e. just prior to Project Closure).

How to use this template

This document provides a guide on the topics usually included in a Change Management Process document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.

1 Change Process

1.1 Overview

[Provide an overview of the Change Management Process.

For example:

“The Change Management Process is undertaken to ensure that each change introduced to the project environment is appropriately defined, evaluated and approved prior to implementation.”]

Change Management will be introduced to this project through the implementation of five key processes:

- The submission and receipt of change requests
- The review and logging of change requests
- The determination of the feasibility of change requests
- The approval of change requests
- The implementation and closure of change requests

The following diagram describes the processes and procedures to be undertaken to initiate, implement and review the effects of changes within the project. Where applicable, *Change Roles* have also been identified:

