

ORGANIZATION'S NAME

# Change Management Plan

---

Project Name:  
Project Number:

Prepared By: Author's Name Here

Last Revised On: (Insert Date)

This change management plan is a component of the project management plan. It defines the process for managing change on the project.

## CONTENTS

Management Approach.....	2
Change Definition .....	2
Change Control Board .....	3
Change Control Process.....	3
Change Requests .....	3
Review and Sizing .....	4
Disposition by Change Control Board .....	4
Assumptions .....	5
Issues .....	5
Risks .....	6
Plan Approval.....	6
Attachments .....	7
A. Change Request Form .....	7
B. Change Request Log .....	7

For additional project management templates visit [www.mypmlc.com/project-management-resources/free-project-management-templates](http://www.mypmlc.com/project-management-resources/free-project-management-templates).

# CHANGE MANAGEMENT PLAN

## MANAGEMENT APPROACH

The purpose of this change management plan is to set forth the plans and procedures for monitoring and controlling changes to the project plans, project documents, deliverables and baselines. Once documents are approved and baselines are established, no changes will be permitted unless a request for change is processed in accordance with the procedures set forth in this plan.

The project manager will assume overall responsibility for change management. The people listed below will assume the following change management responsibilities:

### ROLES AND RESPONSIBILITIES

Names / Roles	Responsibilities
Project Manager	
Project Sponsor	
Project Team Lead	
Project Team Members	
Change Control Board Member	
Change Control Board Member	

## CHANGE DEFINITION

*(What constitutes change? Below, define the conditions, parameters and events that require compliance with the processes set forth in this change management plan.)*

BUDGET CHANGE

DOCUMENT CHANGE

SCHEDULE CHANGE

SCOPE CHANGE

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).

## CHANGE CONTROL BOARD

The following persons are members of the change control board.

Board Member Name	Role / Authority	Contact Information

## CHANGE CONTROL PROCESS

No change is permitted to the project scope, the project budget, the schedule or to any approved plan, document, or baseline unless a request for change is first submitted in writing and approved by the change control board, in accordance with the processes described below.

## CHANGE REQUESTS

### WRITTEN REQUESTS

All requests for change must be submitted in writing on the approved change request form included below in Attachment A.

*(For a free change request template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/change-request-template/>.)*

#### *A. Who May Submit Change Requests*

The following people may initiate changes to the project:

1. Project sponsor
2. Project manager
3. Project team members

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).

#### 4. Other project stakeholders

##### *B. Deliver To*

All written requests for changes must be submitted to the project manager who will log and track each request on the change request log included below in Attachment B.

(For a free change request log template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/change-request-log-template/>)

## REVIEW AND SIZING

The project manager is responsible for analyzing the change requests for impact to schedule, budget, risk and quality. Once the sizing is complete, the project manager will electronically submit each change request to all members of the change control board.

## DISPOSITION BY CHANGE CONTROL BOARD

Members of the change control board will evaluate each written change request and decide whether it becomes approved, approved with modifications, rejected or deferred. Once a decision is reached, the change request is signed by an authorized member of the change control board and emailed to the project manager for planning revisions, communication and implementation.

### *A. APPROVED*

When a change request is approved by the change control board, the project manager will track the approval on the change request log found in Attachment B, below. The project manager will also ensure implementation of the change, as it was submitted and approved.

Where implementation affects changes to the project management plan, the project manager will revise the plan and distribute notice of the revisions in accordance with the procedures set forth in the communication management plan.

### *B. APPROVED WITH MODIFICATIONS*

When a change request is approved with modifications, the project manager will track the modified approval on the change request log found in Attachment B, below. The project manager will also ensure implementation of the change, as it is modified and approved.

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).

Where implementation affects changes to the project management plan, the project manager will revise the plan and distribute notice of the revisions in accordance with the procedures set forth in the communication management plan.

### *C. REJECTED*

When a change request is rejected, the project manager will track the rejection on the change request log found in Attachment B, below and provide written notice of the rejection to the party who initiated the change. No further action will be taken.

### *D. DEFERRED*

When a change request is deferred, the project manager will track the deferred request on the change request log found in Attachment B, below. The project manager will also notify the party who initiated the change request.

No other action will be taken unless the change control board later approves, approves with modifications or rejects the change request.

## ASSUMPTIONS

While managing change, it's possible that assumptions will be made. All assumptions regarding change are documented here then transferred to the Risk Management Plan for further management.

Assumption	Date Transferred to Risk Management Plan

## ISSUES

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).

While managing change, it's possible that issues will be encountered. All issues regarding change are documented here then transferred to the Risk Management Plan for further management.

Issues	Date Transferred to Risk Management Plan

**RISKS**

While managing change, risks may be identified. All risks regarding change are documented here then transferred to the Risk Management Plan for further management.

Risks	Date Transferred to Risk Management Plan

**PLAN APPROVAL**

By signing below, I, \_\_\_\_\_ in my capacity as Project Sponsor approve of this Change Management Plan.

Name:  
Title:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Approved

For additional project management templates visit [www.mypmlc.com/project-management-resources/free-project-management-templates](http://www.mypmlc.com/project-management-resources/free-project-management-templates).

## ATTACHMENTS

### A. CHANGE REQUEST FORM

Attach the approved change request form here.

*For a free change request template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/change-request-template/>*

### B. CHANGE REQUEST LOG

Attach the change request log here.

*For a free change request log template, see <http://www.mypmllc.com/project-management-resources/free-project-management-templates/change-request-log-template/>*

For additional project management templates visit [www.mypmllc.com/project-management-resources/free-project-management-templates](http://www.mypmllc.com/project-management-resources/free-project-management-templates).