

Project Management

Topic 5.5 Change Control Process



Project Changes

- All projects have changes by virtue of their uniqueness and unknowns
- Not all changes are bad, some may improve project performance
- Project manager controls changes to minimize negative and maximize positive effects on project objectives
- Change control should start with the quotation process

Sources of Change

- Customer
- Supplier
- Sub-suppliers
- Project team
- Unplanned events during implementation
- Project end users



Change Control Process

- Standard documentation agreed to by all parties for detailing a change
- Analysis of the change by a cross functional group to quantify all positive and negative impacts on the project
- Defined hierarchy of project stakeholders for approving changes
- Tracking and follow up to ensure decisions are timely

Change Control Lessons Learned

- ✓ Document all changes
- ✓ Review every change in terms of cost, time, scope, and quality
- ✓ Review using cross functional team
- ✓ Require a business case justification
- ✓ Make process open to everyone
- ✓ Require everyone to use the process without exception

5.5.1 Team Exercise



Change Control Process

Learn by Doing Project Management
Pages 140-141

5.5.2 Simulation Exercise



Change Control Implementation

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Pages 142-145