

HNC PROC 3010

Change Management

Scope

This process covers how to manage changes to the project's Project Management Plan (PMP) (refer to [PMP/PgMP Content – REF 8005G.](#))

Policy

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)

Responsibility

The Project Delivery Team (PDT) is responsible for:

- Notifying the Project Manager (PM) as soon as they become aware of any potential changes, including changes identified by Resource Providers.

The PM is responsible for:

- Overall project change control, as addressed in Change Management Plan (included in the PMP).

Distribution

Project Delivery Team (PDT)

Project Manager (PM)

Ownership

The Office of the Deputy for Programs and Technical Management (DPTM) is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

System References

[Activity/Schedule Development – HNC PROC 2030](#)

[Change Management Plan – REF 8009G](#)

[Project Scope and Customer Requirements Definition – HNC PROC 2010](#)

[HNC Workload Analysis and Resource Leveling – HNC PROC 1020](#)

[Earned Value Management – REF 8018G](#)

[Lessons Learned – HNC PROC 3020](#)

[PMP/PgMP Approval – HNC PROC 2070](#)

[PMP/PgMP Content – REF 8005G](#)

[PMP/PgMP Development – HNC PROC 2000](#)

[Project \(Program\) Delivery Acquisition Plans – HNC PROC 2050](#)

[Project Execution and Control – HNC PROC 3000](#)

[Resource Estimate Development – HNC PROC 2040](#)

[Team Establishment – HNC PROC 2020](#)

Activity Preface

This process is performed whenever changes occur to the project. Changes that exceed the thresholds, as established by the PDT in the [Change Management Plan – REF 8009G](#), will require a re-approval of the Project Management Plan (refer to [PMP/PgMP Development – HNC PROC 2000](#) and [PMP/PgMP Approval – HNC PROC 2070](#)).

Change Management is one of the most critical activities undertaken by the PDT. It is the process by which changes in a project are both agreed upon and documented. Approved changes become the basis for adjusting baseline performance measure, and thus impact the performance metrics and quality objectives established for project success. The PDT must reach agreement on all proposed changes, or resolve conflicts.

Changes are anything that impacts a project. The Change Management Plan for projects will identify the thresholds requiring Change Management to occur. The thresholds could be different for every project.

Upon completion of this process, return to [Project Execution and Control – HNC PROC 3000](#).

Project Delivery Team (PDT)

1. Determine if the identified changes or corrective actions have impacted the project's baseline PMP - scope, schedule, quality objectives, and budget.

Resource Providers must notify PDT of changes.

The PDT should assess ways to minimize impacts on cost, schedule, and quality prior to making changes at threshold levels.

2. Determine if the proposed change exceed the project's PMP thresholds.

For a definition of threshold, refer to the [Acronyms and Glossary – REF 8000G](#) and [Change Management Plan – REF 8009G](#).

If proposed change exceeds the project's PMP thresholds, go to Task #5. Otherwise, go to Task #3.

3. Record all changes in P2 (P3e).

Changes below the PMP threshold may be described in P2 using the Issue Log.

4. Determine if changes need to be documented in Lessons Learned.

If documentation is needed, go to Task #7. Otherwise, go to Task #8.

Project Manager (PM)

5. Create or modify "what if" version of the project in P2.

This scenario will reflect the anticipated changes in the proposed revision to the PMP.

6. Prepare to process change to the PMP.

Use P2 (P3e) change request form, refer to [Change Management Plan – REF 8009G](#).

The Change Request Form serves as the justification and approval document for the proposed change and the revisions to the PMP.

The Change Request Form should be attached to the project in P2 (P3e) as a reference document.

For more information on the use of Change Request Form, refer to [Change Management Plan – REF 8009G](#).

Return to [PMP/PgMP Development – HNC PROC 2000](#).

Completion of the PMP approval process will result in an update of the project data and an adjustment of baseline project metrics for performance measurement.

Project Manager (PM) / Project Delivery Team (PDT)

7. Document change in Lessons Learned.

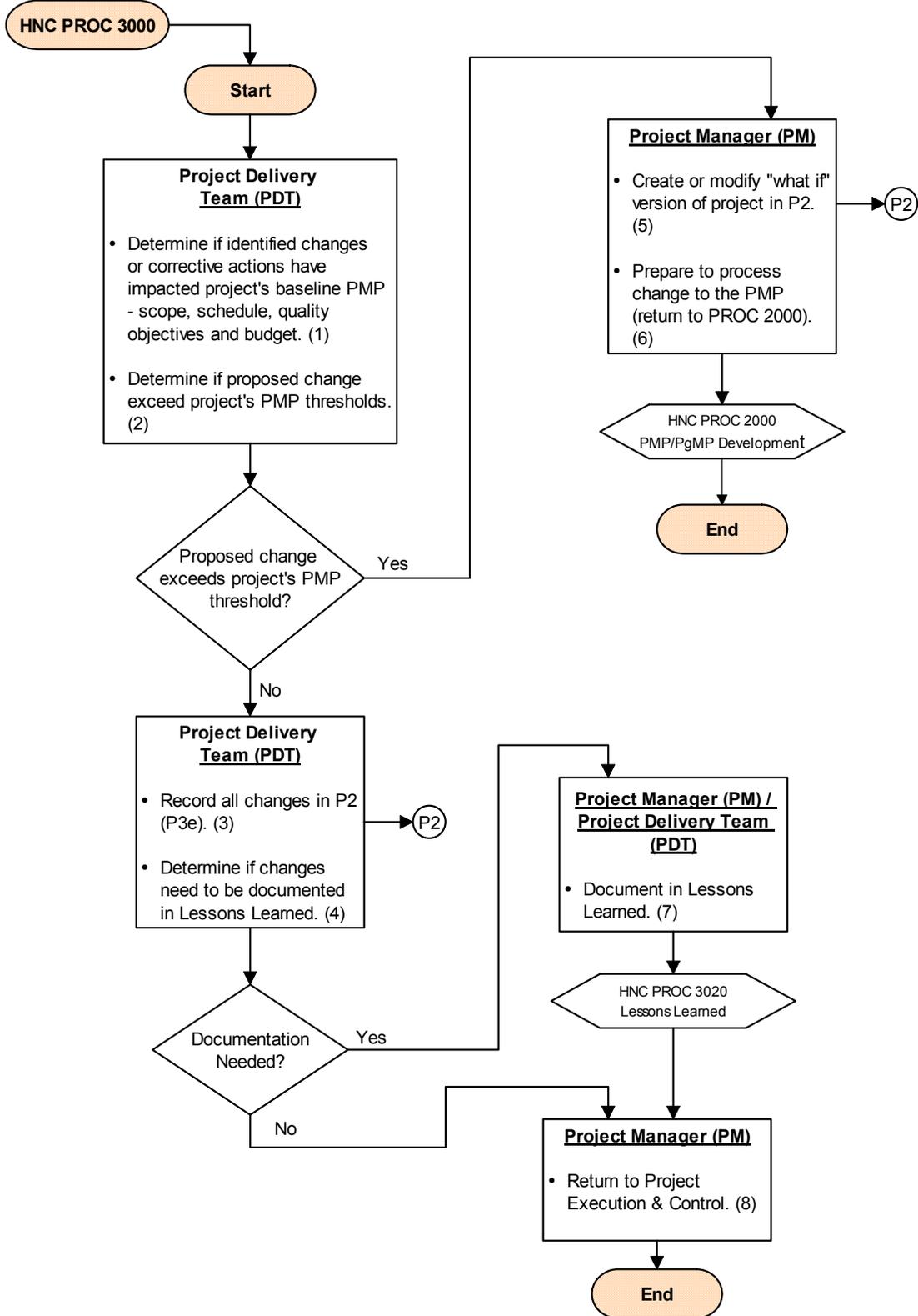
Stop and complete [Lessons Learned – HNC PROC 3020](#).

Project Manager (PM)

8. Return to [Project Execution and Control – HNC PROC 3000](#).

End of activity.

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Return to Project Execution And Control - HNC PROC 3000.