

Change Management - PROC3010

Scope

This process covers how to manage changes to the project's PMP (refer to [PMP/PgMP Content – REF8005\[REF8005\].](#))

Policy

[ER 5-1-11, U. S. Army Corps of Engineers Business Process](#)
[\[http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf\]](http://www.usace.army.mil/inet/usace-docs/eng-regs/er5-1-11/entire.pdf)

Responsibility

The Project Delivery Team (PDT) is responsible for notifying the PM as soon as they become aware of any potential changes, including changes identified by Resource Providers.

The Project Manager (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 BP/P2 Configuration Manager 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 – PROC2030\[PROC2030\]](#)

[Change Management Plan – REF8009\[REF8009\]](#)

[Customer Scope and Requirements Definition – PROC2010\[PROC2010\]](#)

[District/Center Workload Analysis and Resource Leveling – PROC1020\[PROC1020\]](#)

[Earned Value Management – REF8018\[REF8018\]](#)

[Lessons Learned – PROC3020\[PROC3020\]](#)

[PMP/PgMP Approval – PROC2070\[PROC2070\]](#)

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PMP/PgMP Content – REF8005[REF8005]

PMP/PgMP Development – PROC2000[PROC2000]

Project Delivery Acquisition Strategy – PROC2050[PROC2050]

Project Execution and Control – PROC3000[PROC3000]

Resource Estimate Development – PROC2040[PROC2040]

Team Establishment – PROC2020[PROC2020]

Activity Preface

This process is performed whenever changes occur to the project. Changes that exceed the **established** thresholds, as **documented** in the Change Management Plan – REF8009[REF8009], will require a re-approval of the Project Management Plan (refer to PMP/PgMP Development – PROC2000[PROC2000] and PMP/PgMP Approval – PROC2070[PROC2070]).

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 measures, 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 per local SOP.

Changes are anything that impact a project. The Change Management Plan for projects will identify the thresholds requiring Change Management to occur. Districts could have a Change Management Plan for all small projects setting thresholds based on project size and complexity. The thresholds could be different for every project.

Upon completion of this process, return to Project Execution and Control – PROC3000[PROC3000].

Project Delivery Team (PDT)

1. Determine if the identified changes or corrective actions have impacted the project's Baseline PMP.

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 – REF8000[REF8000] and Change Management Plan – REF8009[REF8009].

If proposed change exceeds the project's PMP thresholds, goto task #6. Otherwise, goto task #3.

3. Record all changes in P3e.

Changes below the PMP threshold may be described in P3e using the Issue Log.

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

If documentation needed, stop and complete Lessons Learned – PROC3020/PROC3020. Otherwise, goto task #5.

5. Return to Project Execution and Control – PROC3000/PROC3000.

End of activity.

Project Manager (PM)

6. Create or modify "what if" version of the project in P3e.

This scenario will reflect the anticipated changes in the proposed revised PMP.

Stop and complete PMP/PgMP Development – PROC2000/PROC2000.

7. Initiate a Change Request Form in P2 and submit for approval.

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 P3e as a reference document.

For more information on the use of Change Request Form, refer to Change Management Plan – REF8009/REF8009.

Stop and complete PMP/PgMP Approval – PROC2070/PROC2070.

Completion of the PMP Approval process will result in an update of the project data in P2, and an adjustment of baseline project metrics for performance measurement.

If change approved, goto task #8. Otherwise, goto task #6.

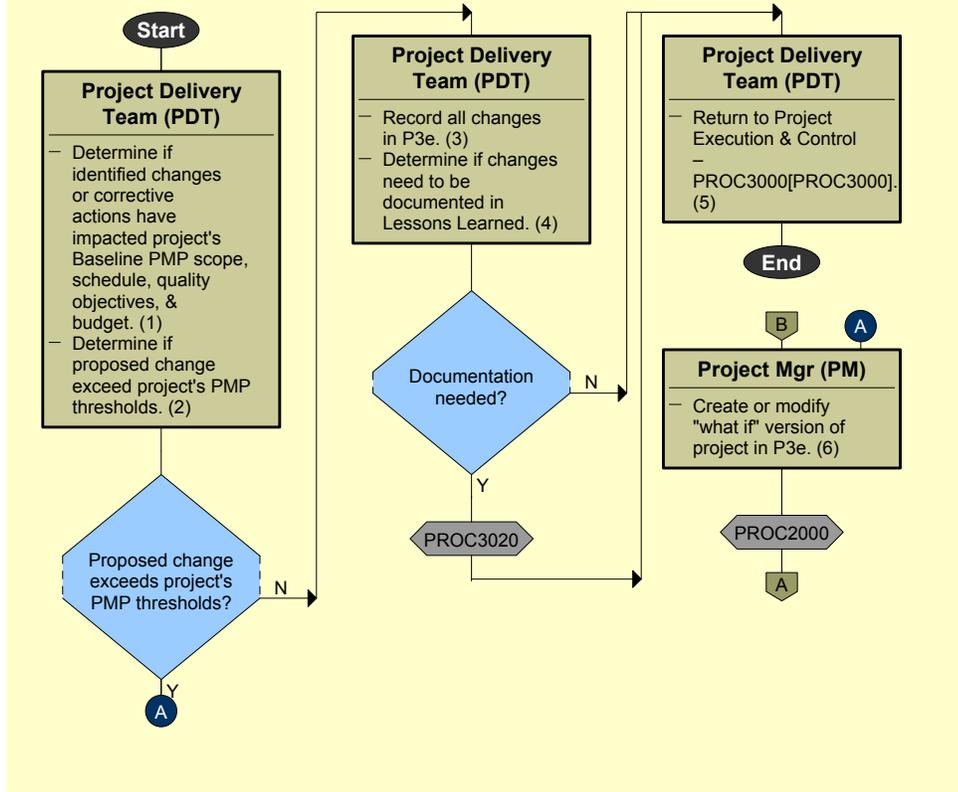
8. Document in Lessons Learned.

Stop and complete Lessons Learned – PROC3020/PROC3020.

9. Return to Project Execution and Control – PROC3000/PROC3000.

End of activity.

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