

Change Management Plan - REF8009

Scope

The purpose of this reference document is to define the format, content and methodology for the Change Management Plan. It is used to define and manage the project's baseline performance measurement thresholds for scope, cost, schedule, risk and quality. The project's performance measurement thresholds will be used in Change Management – PROC3010/PROC3010 to determine if actual project performance has exceeded the project's baseline performance measurement thresholds. The level of detail of the Change Management Plan is based on the complexity of the project. The Change Management Plan is a supporting plan that facilitates the implementation of the Project Management Plan (PMP). Change Management, Quality Management – REF8008G/REF8008G, Communications – REF8006G/REF8006G, Safety and Occupational Health – REF8016G/REF8016G, and Risk Management – REF8007G/REF8007G Plans are developed concurrently in the iterative Program/Project Planning Phase.

The Change Management Plan also addresses the use of Change Request Forms and the creation and use of project versions in P3e.

Distribution

Project Delivery Team (PDT)

Ownership

The BP/P2 Configuration Manager is responsible for ensuring that this document is necessary and that it reflects actual practice.

Change Management Plan

Content:

- **Document** how changes **will** be managed for the project
- Project Baseline Performance **Metrics and thresholds** for Scope, Schedule, Cost, Quality, Safety, and Risk
- Use of applicable statutory and regulatory change will be supplemented by project-specific change management criteria.
- Use of Change Request Forms
- Use of Project Versions

Methodology:

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- As processes are completed for *Customer Scope and Requirements Definition – PROC2010[PROC2010]*, *Activity/Schedule Development – PROC2030[PROC2030]*, and *Resource Estimate Development – PROC2040[PROC2040]*, record baseline performance measurement thresholds for scope, quality, risk, schedule, and cost. Other performance measurement thresholds should be considered based on the complexity and specific needs of the project.
- During *Change Management – PROC3010[PROC3010]*, the PM gathers sufficient information to analyze the proposal and potential solutions, considering the impact of changes for all of the project’s baseline performance measures in order to insure that all changes are coordinated across the entire project.
- The analysis is distributed to the appropriate decision maker(s), if other than the PM.
- The Project Manager will communicate **to project stakeholders** the decision for all project changes according to the *Communications Plan – REF8006[REF8006]*.

Project Baseline Performance Metrics Table

Baseline performance **metrics and thresholds** are defined during *PMP/PgMP Development – PROC2000[PROC2000]*, approved in the *PMP/PgMP Approval – PROC2070[PROC2070]* process, and are updated as required during the project’s life cycle.

Baseline Performance Metrics	
Scope	Defined by WBS that is developed in Project Scope and Customer Requirements Definition Process
Schedule	Defined by scheduled start and finish dates in the project’s critical path that is developed in Activity/Schedule Development Process.
Cost	Defined by resource plan that reflects total project cost of all WBS items. The resource plan is developed in the Resource Estimate Development Process.
Quality	Defined by quality objectives that are developed in the Customer Scope and Requirements Definition, and Project Delivery Acquisition Strategy Processes.
Risk	Risks are defined in Customer Scope and Requirements Definition, Team Establishment, Activity/Schedule Development, Resource Estimate Development, and Project Delivery Acquisition Strategy processes, as well as Safety and Occupational Health Plan and Risk Management Plan .

Project Version Control

The following table describes P3e project versions that are used to manage the project.

P3e Project Version Table

Project Version Type	Description	When To Use
Baseline	To establish the project’s baseline	After the PMP is approved in

	performance measurement thresholds in order to evaluate and measure actual project performance on a periodic bases.	<u><i>PMP/PgMP Approval – PROC2070[PROC2070]</i></u>
Rebaseline	Creating another project baseline in order to measure project performance.	Creating another baseline should only be considered when a change to any of the project’s performance measurements is of such a magnitude that rebaselining is required to provide relevant data to measure project performance. <u><i>See PMP/PgMP Approval – PROC2070[PROC2070]</i></u>
Current	Current versions are created and used to document periodic changes to the project.	“What If” based on current version. <u><i>See Change Management – PROC3010[PROC3010]</i></u>
Budget	Budget versions serve programming purposes.	Used when budget or other programming needs occur. See <u><i>Civil Works Program and Budget Cycle – PROC7000[PROC7000]</i></u> . Also see <u><i>Civil Works Program-Specific Information – REF8010[REF8010]</i></u> .
Other ???	Name and description to be determined by PDT or organizational needs.	Used as required to address project-specific needs

Change Request Form

Change Requests can be presented in the form of verbal or informal requests, however, as a best practice proposed changes should be formally recorded in order to facilitate the understanding of the intent of the proposed change. The Change Request Form provides a means of documenting the impact of proposed changes and provides the rationale for approving changes that exceed the project’s baseline performance thresholds. Change Request Forms should be posted to the project in P3e.

Change Request Form

Project:

Date:

Requested by:

Request No.:

Request
Change Description:

Justification:
Narrative Description of Impact:
Scope Impact:
Cost Impact:
Quality Impact:
Schedule Impact:
Risk Impact:

Coordination
Team:

Resolution of Change
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Basis of Action:
PM Signature:
Date: