

# Change Management-**LRD**

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## Scope

This process covers how to manage changes to the project's PMP **Note: define by PMP content in paragraph. Response: Reworded, see master document.** Areas of change may include:

- Scope Change Control
- Schedule control
- Cost control
- Risk Control
- Quality Control
- Acquisition Strategy
- Project Delivery Team
- Communications Plan
- Change Management Plan

## Policy

*[ER 5-1-11](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>]

*[ER 37-1-26](http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf)* [<http://www.usace.army.mil/inet/usace-docs/eng-regs/er37-1-26/entire.pdf>]

## Responsibility

The Project Manager (PM) is responsible for overall project change control by following the Change Management Plan (included in the PMP).

Project Delivery Team (PDT) members are responsible for notifying the PM as soon as they become aware of any potential changes.

## Distribution

Project Delivery Team (PDT)\*

Project Manager (PM)\*

## Ownership

The BP/P2 Program Office is responsible for ensuring that this document is necessary, that it reflects actual practice, and that it supports corporate policy.

## System References

*Activity Development[PROC1010]*

*Change Management Plan[REF1025]*

*Customer Scope Definition[PROC1007]*

*PMP Approval[PROC1018]*

*PMP Development[PROC1012]*

*Project Delivery Acquisition Strategy[PROC1020]*

*Project Execution and Control[PROC1017]*

*Project Workload Analysis and Resource Leveling[PROC1014]*

*Resource Estimate Development[PROC1003]*

*Team Establishment[PROC1008]*

## Activity Preface

This process is performed whenever changes occur to the project. Changes that exceed the thresholds **determined by the PDT Response: Accepted**, as established in the *Change Management Plan[REF1025]*, will require a re-approval of the Project Management Plan (refer to *PMP Development[PROC1012]* and *PMP Approval[PROC1018]*).

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 Response: Accepted** reach agreement on all proposed changes, or resolve conflicts using the Project Review Board **by providing alternatives and recommendations. Response: Sentence Reworded See master Document** Upon completion of this process, return to the calling process. **This last sentence process is not in this document, should it be. Response: Sentence reworded, see master document**

## Project Delivery Team (PDT)

1. Determine the extent of impact of changes.

Determine if the identified changes or corrected actions have impacted the project's Baseline PMP scope, schedule, quality objectives, and budget.

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

For a definition of threshold, refer to the [Acronyms and Glossary\[REF1001\]](#) and [Change Management Plan\[REF1025\]](#).

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

3. Record changes in P3e.

Changes below the PMP threshold may be documented 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\[PROC1021\]](#). Otherwise, goto task #5.**

5. Return to [Project Execution and Control\[PROC1017\]](#).

**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 Development\[PROC1012\]](#).**

7. Initiate a Change Request Form in P2.

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\[REF1025\]](#).

8. Submit the Change Request Form for approval.

**Stop and complete PMP Approval Process/PROC1018.**

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 #9. Otherwise, goto task #6.**

9. Document in Lessons Learned.

**Stop and complete Lessons Learned/PROC1021.**

10. Return to calling process. **List the calling process. Response: Accepted**

**End of activity.**

