

Change Management Plan **Reference 1025** Response: Accepted & Reworded. See master document

Scope

This reference document 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[PROC1004]* 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[REF1024]*, *Communications[REF1022]*, and *Risk Management[REF1023]* 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)

Project Manager (PM)

Ownership

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

Change Management Plan

Format & Content:

How will changes be managed for the project?

Project Baseline Performance Measurements for Scope, Schedule, Cost, Quality, and Risk

Use of Change Request Forms

Use of Project Versions

Methodology:

As processes are completed for *Customer Scope Definition[PROC1007]*, *Activity Development [PROC1010]*, and *Resource Estimate Development[PROC1003]*, 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[PROC1004]*, 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 the decision for all project changes and those that require that the PMP be re-approved to project stakeholders according to the *Communications Plan*[REF1022].

Project Baseline Performance Measurement Thresholds Table

Baseline performance measurements are defined during *PMP Development*[PROC1012], approved in the *PMP Approval*[PROC1018] process, and are updated as required during the project's life cycle.

Baseline Performance Measurement Thresholds	
Scope	Defined by WBS that is developed in Customer Scope Definition Process
Schedule	Defined by scheduled start and finish dates in the project's critical path that is developed in Activity 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 Definition, and Project Delivery Acquisition Strategy Processes.
Risk	Risks are defined in Customer Scope Definition, Team Establishment, Activity Development, Resource Estimate Development, and Project Delivery Acquisition Strategy processes.

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 performance measurement thresholds in order to evaluate and measure actual project performance on a periodic bases.	After the PMP is approved in <i>PMP Approval</i> [PROC1018]
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. See <i>PMP Approval</i> [PROC1018]
Current	Current versions are created and used to document periodic changes to the project.	Used to create "What If" versions. See <i>Change Management</i> [PROC1004]
Forecast	Forecast version provides project stakeholders with the means to look at various project scenarios.	Used any time project stakeholders wish to evaluate additional project scenarios.
Budget	Budget versions serve programming purposes.	Used when budget or other programming needs occur. See <i>Civil Works Program and Budget Process</i> [PROC1022]. Also see <i>Civil Works Program-Specific Information</i> [REF1026]
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 measurement thresholds. Change Request Forms should be posted to the project in P3e.

Change Request Form

Project:
Requested by:

Date:
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: