# Procedure Project Change Control

# Purpose

Manage review and approval of significant Project changes that affect Budget, Milestone Schedule, Vendor Statement of Work (SOW), or Critical Resources.

# Scope

This procedure applies to OneMontclair Projects that have completed the Planning Phase – Project Planning activity and have an approved Project Management Plan, Budget, Work Plan / Schedule, and (if applicable) Vendor SOW.

# Roles / Responsible Individuals (RIs)

**Project Manager (PM)** – Analyze conditions on the Project and changes to requirements and scope using the criteria in this procedure to determine corrective actions. Write the Impact Analysis and prepare the Change Request. Present the Change Request to managers and stakeholders.

**Project Lead** – Work with the Project Manager to define and analyze the change and to develop proposed solutions.

**Executive Sponsor** – Review and approve or disapprove the Change Request. The Sponsor may initiate a change.

**Program Executive Director (ExecDir)** - Analyze the Change Request and approve or disapprove next steps. Support the Project Manager in making decisions. When necessary, escalate the Change Request to the Executive Steering Committee.

**Office of Information Technology (OIT)** – Contribute to and review the Change Request for impact on Information Technology infrastructure and resources.

# Procedure Start

This procedure begins when an established project (past the Project Planning activity described in the process OM-PROC-002 *OneMontclair Project Lifecycle*) is subjected to a significant change in requirements or work scope that affects the Project’s budget, milestone schedule, resources, or at any requested change to a fixed-price vendor SOW.

# Procedure End

The procedure ends when a Change Request is prepared and it is approved by the Project Lead, Executive Director, and Executive Sponsor. The Project Manager is authorized to implement the proposed changes.

This procedure may escalate to the process OM-PROC-003 – *OneMontclair Project Initiation and Change* under certain conditions specified in the procedure.

This procedure ends in one of 3 states:

1. The Impact Analysis for the change indicates that the impact is below the set criteria for escalation – the Project Manager performs normal risk management and re-planning.
2. The Change Request is approved – the Project Manager proceeds to complete the re-planning activities to implement the proposed solution.
3. The Change Request must be escalated to the Executive Steering Committee and control transfers to the process OM-PROC-003 – *OneMontclair Project Initiation and Change*

# Exit Criteria

If the change meets the specified criteria for a significant change then:

* A Change Request is documented, reviewed, and approved   
  consisting of:
  + Change Request form in DAPTIV
  + Impact Analysis
  + Proposed Solution(s)
* A Proposed Solution is approved for implementation
* The Project Re-Planning process is entered to update, review, and approve the affected project documents.

# Procedure

| **Task #** | **Tasks** | **Required Roles** |
| --- | --- | --- |
| 1 | The Project Manager becomes aware of a significant change to project work or scope. The PM reviews the impact against the Project Charter and commitments to other Projects. If there is actual or potential impact then go to procedure  **OM-PROC-003 – *OM Project Initiation and Change*** | PM  Project Lead  Sponsor |
| 2 | Define the change to the Project in regard to scope, schedule, or budget and document both an  **Impact Analysis** and one or more  **Solution Alternatives**.  (The OM template *Business Case Impact Analysis* is recommended)  Involve other Subject Matter Experts (SMEs) as necessary to complete and document the  **Impact Analysis.**  Review the impact against the following criteria:  - **Budget change greater than or equal to 5%   or $50,000**  **- Milestone or delivery delay greater than or   equal to 1 week (or impact on other Projects)**  **- Critical resource required or not available   (personnel or Infrastructure)**  **- Change to Vendor Statement of Work (SOW)  (if fixed-price contract)**  If impact criteria are not met then exit this procedure and the Project Manager proceeds to update and re-approve affected planning documents. | PM  SMEs (optional)  OIT (optional) |
| 3 | Create a Change Request in DAPTIV, include or reference the Impact Analysis and  Solution Alternatives. Submit for approval to the following roles in the order shown   1. Project Lead 2. Executive Sponsor 3. Executive Director (Sam Bakane)   If multiple Solution Alternatives are presented, obtain consensus on one Solution. | PM  Project Lead  Sponsor  ExecDir |
| 4 | If consensus is achieved on the proposed change AND the Business Unit has sufficient funds and resources to authorize the change, then the change is approved.  If the Business Unit cannot provide sufficient funds or resources, then the Change Request is conditionally approved and must be escalated to the Executive Committee. Go to procedure  **OM-PROC-003 – OM Project Initiation and Change – Step 6 – Executive Committee Reviews Proposal** | PM |
| 5 | The solution and related decisions are communicated to the Project Lead, Sponsor, Project Team, OIT Lead, Training Lead, and vendor(s) as appropriate. | PM |
| 6 | Revise affected project artifacts (PMP, BRD, TAD, design documents, configuration specs, test plans and scripts, RTM, etc.) and submit for approval. | PM  Project Lead  Technical Lead  SMEs as required |
| 7 | Manage the Project according to the updated plans and schedule. | PM  Project Team  Vendor(s) |
| **Verification / Validation** | **What steps or data have to be verified and how will that be accomplished?** |  |
|  | * Documented Change Request, Impact Analysis, and Solution Alternatives in the Project Library (and / or DAPTIV) * Signatures or electronic approvals on the selected Solution | Program Manager  Auditor |