RevQ Change Management Plan

Version 1.0

03/01/2016

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Bjorn Bakke	03/01/2016			

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1 INTRODUCTION

1.1 PURPOSE OF THE CHANGE MANAGEMENT PLAN

This Change Management Plan documents and tracks the necessary information required to manage changes to project plan or scope from project inception to delivery.

The intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

2 CHANGE MANAGEMENT PROCESS

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

2.1 CHANGE REQUEST PROCESS FLOW REQUIREMENTS

Step	Description
Generate Change Request	A submitter completes a Change Request Form and sends the completed form to the RevQ Project Manager
Log Change Request Status	The RevQ Project Manager enters the Change Request into the Change Request log. The Change Request status is updated throughout the Change Request process as needed.
Forward Change Request to Change Manger	The Project Manager will forward the Change Request to the Change Manager.
Evaluate Change Request	Project personnel review the Change Request and provide an estimated level of effort to process, and develop a proposed solution for the suggested change
Authorize	Approval to move forward with incorporating the suggested change into the project/product
Implement	If approved, make the necessary adjustments to carry out the requested change and communicate Change Request status to the submitter and other stakeholders

2.2 CHANGE REQUEST FORM AND CHANGE MANAGEMENT LOG

Element	Description
Project	
Incident #	
Change #	
Change Request Title	
Client PM	
Requested by	
RevQ PM	
Date	
Priority	
Impact	
Change Decision	

2.3 EVALUATING AND AUTHORIZING CHANGE REQUESTS

Change requests are evaluated using the following priority criteria:

Priority	Description
High	
Medium	
Low	
Other	

Change requests are evaluated and assigned one or more of the following change types:

Type	Description
Scope	
Time	
Duration	
Cost	
Resources	
Deliverables	
Product	
Processes	
Quality	

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	
Work in Progress	
In Review	
Testing	
Closed	

2.3.1 Change Control Board

Role	Name	Contact	Description
Change Control Manager	Jon Daane	Jon.Daane@revq.com	

3 RESPONSIBILITIES

Role	Name	Contact	Description
Project Manager			
Change Manager			

Appendix A: Change Management Plan Approval

The undersigned acknowledge they have reviewed the **Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

Signature: _____ Date: _____

Print Name: _____

Title: _____

Role: _____

Appendix B: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description/Title	Location
RevQ Change Management Request form		