



## Template Guide

### What is a Change Management Process?

A Change Management Process is a method by which changes to the project (e.g. to the scope, deliverables, timescales or resources) are formally defined, evaluated and approved prior to implementation. The process entails completing a variety of control procedures to ensure that, if implemented, the change will cause minimal impact to the objectives of the project.

A Change Management Process is used to ensure that every change identified is formally:

- Communicated
- Documented
- Reviewed
- Approved
- Implemented.

### When to use a Change Management Process

The Change Management Process is undertaken during the 'Execution' phase of the project (i.e. the phase within which the deliverables are produced), once the project has been formally defined and planned. In theory, any change to the project during the Execution phase will need to be formally managed as part of the Change Management Process. Without a formal Change Management Process in place, the objective of delivering a solution within 'time, cost and quality' may be compromised.

The Change Management Process is terminated only when the Execution phase of the project is completed (i.e. just prior to Project Closure).

### How to use this template

This document provides a guide on the topics usually included in a Change Management Process document. Sections may be added, removed or redefined at your leisure to meet your particular business circumstance. Example tables, diagrams and charts have been added (where suitable) to provide further guidance on how to complete each relevant section.