

Procedure

Project Change Control



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1.0 Introduction

1.1 Procedure

This procedure sets out method for controlling change with in projects. Where the project scope is defined early in the life cycle, it is essential for success that changes to baselined scope are controlled. A rigorous change control process must be established and maintained on all projects, programmes and portfolios.

1.2 Definitions

Change: To make improvement or become something different in a condition, requirement or situation. Differences from baselines or contract basis.

Change Control Form: Form for documenting a change be made to a project or to a system, product, or service being delivered by a project.

The forms sections provide space to:

- Describe the change, the reason for it, and what the change would affect in terms of project deliverables and documentation, as well as what resource time would be needed to implement and validate the change.
- Space to track all the change impacts to completion (major implementation tasks and document updates).
- Officially sign off on the change

Change Control Register: Used to log all change requests for a project. The change control register will help to monitor and control all changes within the project.

1.3 Objectives

The objective of using change control is to ensure that each change proposed during a project is adequately defined, reviewed and approved before implementation. The change control process helps avoid unnecessary changes that might disrupt project delivery and also ensures the efficient use of resources.

2.0 Scope

This procedure governs all changes that occur during the project life cycle from project inception at pre-qualification stage through to completion on site.

3.0 References

BS EN ISO 9001:2015 Quality Management System Standards

4.0 Process

Activity	By
The input for this process is that a requirement for change has been identified on the project	
Allocate change control form (CCF) BO-JRLG-CP-020-FM-Z-0017 to the originator proposing the change and if necessary give guidance on its completion. Supply CCF number, which will be the next available number in the change control register	Design Manager
Update control change register with details of the form issue	Design Manager
Give a description of the change required/proposed. Indicate implications. List attachments and packages affected. Note date the form is completed. Note the date response is required. Insert CCF number supplied by the design manager. Circulate.	Originator

Activity	By
Review all the change implications including; technical, cost, programme and health and safety implications.	Project Management Team
When all the details of the change and the implications have been reviewed and agreed by the Project Management Team, update change control register and issue form to client.	Originator
Response within two weeks.	Client
When client's response has been received, update register and issue to design manager.	Originator
Review Response. • Status 'A' or 'B' – update manager • Status 'C' – go back to identify change	Design Manager

5.0 Records

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Change Control Form