

INTRODUCTION: Change Control Form

The Form Starts on the Following Page

What This Is

Form for documenting requests to make changes to a project, or to a system, product, or service being delivered by a project. The forms sections provide space to:

- Describe the change and the reason for making it
- Describe what the change would affect in terms of project deliverables and documentation, as well as the resources and time required to implement and validate the change
- Track all the change impacts to completion (major implementation tasks and document updates)
- Officially sign off on the change

Why It's Useful

Projects are often plagued by "scope creep." Changes made without review can add to the work of the project and sometimes delay the schedule, increase costs, or cause late issues to arise. Companies use change control to make sure the impact of any proposed change to the project definition, or specific components of the project (such as hardware or software deliverables, or a business process associated with a service) are thoroughly understood, carefully considered, and formally approved in some fashion. The change control form in this template shows the type of information the team should get on a proposed change to fully understand its impact.

Change control usually grows more stringent as a project progresses, in order to protect the project against late, disruptive changes.

How to Use It

1. Establish a process by which changes will be proposed and reviewed using the change control form. The process should ensure that proposed changes are reviewed frequently enough to keep the project moving.
2. Customize each section of the form for your project types and project deliverables, i.e. for what the output of your projects is, whether product, system, service, etc.
3. Provide the form to team members and others who might need to submit a change. This form can also be used when you are using contractors or outside firms to do work on your project. In this case that outside party would be required to provide the information relevant to the work they're performing.
4. Identify who should be involved in reviewing various types of changes. Document that in simple guidelines.
5. After the impacts have been considered, use the bottom portion of the form to document the decision on this change: approved or not, and why. The signature lines at the bottom become the official signoff on that decision.
6. File the change forms as important project records.

The Form Starts on the Following Page

Change Control Form

Change Request #: _____

Project: _____

CHANGE REQUEST INITIATION: Originator: _____ Phone#: (____) _____ email: _____
 Date Submitted: ____/____/____ System/Product/Service Name: _____ Version Number: _____

CONFIGURATION ITEM: Software: ____ Firmware: ____ Hardware: ____ Documentation: ____
 Other: _____

CHANGE TYPE: New Requirement: ____ Requirement Change: ____ Design Change: ____ Other: _____

REASON: Legal: ____ Market: ____ Performance: ____ Customer Request: ____ Defect: ____ Other: _____

PRIORITY: Emergency: ____ Urgent: ____ Routine: ____ **Date Required:** ____/____/____

CHANGE DESCRIPTION: (Detail functional and/or technical information. Use attachment if necessary.)

Attachments: Yes / No

TECHNICAL EVALUATION: (Use attachment to explain changes, impact on other entities, impact on performance etc.)
 Received By: _____ Date Received: ____/____/____ Assigned To: _____ Date Assigned: ____/____/____
 Type of Software/Hardware/etc. Affected: _____
 Modules/Screens/Tables/Files Affected: _____

Documentation Affected:	Section #	Page #	Date Completed	Initial
Requirements Specification	_____	_____	____/____/____	_____
System Design Specification	_____	_____	____/____/____	_____
System Test Plan	_____	_____	____/____/____	_____
Training Plan	_____	_____	____/____/____	_____
User System Reference Manual	_____	_____	____/____/____	_____
System Maintenance Manual	_____	_____	____/____/____	_____
Other (Specify)	_____	_____	____/____/____	_____

TIME ESTIMATES to make the change: (Use attachment if necessary.)

Lifecycle Stage	Est. Time	Act. Time	Date Comp.	Remarks
Analysis/Design	_____	_____	____/____/____	_____
Coding/Testing	_____	_____	____/____/____	_____
Acceptance	_____	_____	____/____/____	_____
Total Hours:	_____	_____	_____	_____

Project Impact Analysis Needed: Yes / No (If yes, include impact on budget, resources, schedule, risk etc.)

APPROVALS: Change Approved: ____ Change Not Approved: ____ Hold (Future Enhancement): ____

1. Signature _____ Date: ____/____/____
 2. Signature _____ Date: ____/____/____
 3. Signature _____ Date: ____/____/____