

# Change Management Procedure

Q2-331-PR

## 1.0 Purpose and Scope

- 1.1 The purpose of this procedure is to ensure that risks associated with changes during the life of a project are managed.
- 1.2 This procedure applies to all projects. The Project Manager (PM) is primarily responsible for implementing this procedure, unless noted otherwise.
- 1.3 In managing change, we should be maximizing benefit, such as growing the project or influencing the factors that result in positive change. The changes may affect the project scope, budget, schedule, resources, reporting, technical requirements or other elements of the project. A change in one area may affect many areas of the project. For example:
  - A change to the scope is likely to affect time and cost.
  - A change to a design parameter, such as flood level, may not affect time and cost, but it is likely to affect other design elements such as earthworks and structures.
  - A change to the project team may require training or assigning more experienced staff — at AECOM's cost.

## 2.0 Terms and Definitions

None

## 3.0 References

- 3.1 Project Plan Procedure
- 3.2 Project Risk Management Procedure
- 3.3 Project Document and Records Control Procedure
- 3.4 Checking and Verification Procedure

## 4.0 Procedure

Changes may occur at any time during a project and be either external (client, stakeholder, regulatory) or internal (assignments, resources).

**Project Managers (PMs)** shall consider the following approach when managing change in a project:

- Determine the nature of the change that will or has occurred;
- Obtain appropriate approvals associated with the change;
- Record and reflect the change in relevant project documentation, and at least in the Project Plan and Schedule;
- Ensure all stakeholders (e.g., client, subconsultant, AECOM team) are notified of the change; and
- Manage and document the change and effect on the project (i.e., costs, risk, resources, quality, etc.).

Key elements that shall be noted while managing change include:

- 4.1 Change Evaluation
  - 4.1.1 In evaluating the change, the **Project Managers** shall ensure that the change is truly necessary; the effects of the change are assessed and quantified; and if the change is in response to a client request, there is a clear understanding and agreement regarding the variation in scope of work and fees, prior to completion of the work.

# Change Management Procedure Document

**Shon Harris**



## **Change Management Procedure Document:**

**Managing e-business Projects** Thomas Stoehr, 2001-12-01 Written on the back of first hand experience this book provides a solid framework for managing e business projects The book is primarily intended for current and prospective e business project managers who wish to share ideas experiences and best practices Recent market surveys indicate that many e business projects fail due to project mismanagement Various project management techniques from the IT sector can be successfully applied to e business projects This book shows which ones whilst also providing information on new techniques for situations that are unique Based on real world experience 99 key success factors are discussed preparing the reader to manage e business projects on time on budget and to the satisfaction of clients *FCC Record* United States. Federal Communications Commission, 2002 *IT Assurance Guide* IT Governance Institute, 2007 *E-doc*, 2007

**Change Management** Andreas Sofroniou, 2010-05-06 In order to make it easier to read and to be used as a working manual this version of the Change Management book is printed in large fonts and larger clearer diagrams The Concept of Change Management has traditionally been concerned with finding effective solutions to specific operational problems This book deals with new better methods techniques and tools for processing the required changes Change Management personnel have gradually come to realise that their tasks should include the designing of systems that predict and prevent future problems Substantial effort has therefore been devoted in recommending a rational methodology for the management of changes

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**Software Engineering Guides** Jon Fairclough, 1996 Contains 10 guides to software engineering produced by the European Space Agency explaining how to apply the previously published Software Engineering Standards Each guide describes the process to be followed provides information about the contents of documents required by the Standards and contains its own index references glossary and other appendices Includes guides for the user requirement definitions phase the software transfer phase and quality assurance For software engineers Annotation copyrighted by Book News Inc Portland OR

**Communications Regulation**, 2001

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