[Your Organization's Name]

**Change Control Process Template**

|  |  |
| --- | --- |
| **Version:** | [Version Number] |
| **Date:** | [Date Created] |
| **Last Updated:** | [Date of Last Update] |

**Change Request Identification**

- Requestor: [Name of the person or team requesting the change]

- Contact Details: [Contact information of the requestor]

- Request Date: [Date when the change request was initiated]

- Change ID: [Unique identifier for the change request]

**Change Description**

- Briefly describe the proposed change:

[Provide a clear and concise description of the change]

**Reason for Change**

- Explain the reasons or drivers behind the change:

[Detail the factors necessitating the change, such as user feedback, business requirements, or technical issues]

**Impact Assessment**

- The change's potential impact on the project, system, or organization should be assessed in the following areas:

- Scope: [Description of changes to project scope or system functionality]

- Schedule: [Expected timeline adjustments, if applicable]

- Cost: [Estimation of additional or reduced costs]

- Quality: [Potential impact on the overall quality of the project or system]

- Resources: [Identification of additional or changed resource requirements]

- Risks: [Identification and mitigation strategies for associated risks]

**Change Prioritization**

- Assign a priority level to the change request:

- High: [Explain why this change is critical and requires immediate attention]

- Medium: [Provide the rationale for the medium priority level]

- Low: [Justify why this change can be scheduled for future implementation]

**Approval Process**

- Change Review Board (CRB) or Change Control Board (CCB) members:

- [List names and roles of board members]

- Signatures:

- Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

- [Additional approver]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Change Planning**

- Implementation Plan:

[Detail the step-by-step plan for implementing the change, including specific tasks, responsibilities, and timelines]

- Testing and Validation:

[Describe the testing and validation procedures to ensure the change's correctness and effectiveness]

Communication Plan:

- Stakeholders to be informed about the change:

[List the relevant stakeholders, including team members, users, clients, etc.]

- Communication Channels:

[Specify the methods and channels to be used for communicating the change to stakeholders]

**Request for Change (RFC) Tracking**

- Maintain a log to track and manage the change requests throughout the process:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change ID | Requestor | Change Description | Status | Approval Date |
| [ID] | [Name] | [Brief Description] | [Pending] | [Date] |
| [ID] | [Name] | [Brief Description] | [Approved] | [Date] |
| [ID] | [Name] | [Brief Description] | [Rejected] | [Date] |
| ... | ... | ... | ... | ... |

Change Closure and Documentation:

- Once the change is successfully implemented:

- Update relevant project or system documentation to reflect the change.

- Close the change request and record any lessons learned.

Change Control Process Improvement:

- Regularly review and update the change control process based on feedback and lessons learned.

**Note:** This Change Control Process Template is subject to change and version updates. Ensure that you use the most recent version for each change request.