[Your Organization's Name]

**Change Control Plan Template**

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| **Version:** | [Version Number] |
| **Effective Date:** | [Date of Effectiveness] |
| **Last Updated:** | [Date of Last Update] |

**1. Introduction**

- Purpose: [Briefly describe the purpose of the Change Control Plan]

- Objectives: [State the primary objectives of the change control process]

**2. Change Control Team**

- Change Control Board (CCB) Members:

[List the names and roles of the CCB members]

- Responsibilities:

[Describe the responsibilities of the CCB and other stakeholders involved in the change control process]

**3. Change Request Process**

* Change Request Initiation:

- Requestor: [Name of the person/team submitting the change request]

- Contact Details: [Contact information of the requestor]

- Date: [Date of the change request submission]

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

* Change Request Details:

- Description: [Briefly describe the proposed change]

- Reason for Change:

[Explain the reasons or drivers behind the change]

- Impact Assessment:

[Assess the potential impact of the change on various aspects, e.g., scope, schedule, cost, quality, risks]

- Change Log and History:

[Maintain a log to record details of all change requests, including their status, approval dates, and any modifications]

**4. Change Evaluation and Approval**

* Change Prioritization:

- Priority:

[Assign a priority level to the change request - High, Medium, or Low]

- Impact Analysis and Review:

- Evaluation Criteria:

[Specify the criteria used for evaluating change requests]

- Review Process:

[Detail how change requests will be reviewed, e.g., impact analysis, feasibility study]

* Change Approval:

- Approval Criteria:

[Define the criteria for approving or rejecting change requests]

- Approval Authority:

[Identify the person or group responsible for approving changes]

- Escalation Procedures:

[Outline the procedures for escalating critical or unresolved change requests]

**5. Change Implementation**

- Implementation Plan:

[Provide a detailed plan outlining the steps, resources, and timeline required to implement the change]

- Testing and Validation:

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

- Change Rollback Plan:

[Outline the steps for rolling back the change in case of unexpected issues]

**6. Change Communication**

* Stakeholder Communication:

- List of Stakeholders:

[Identify the stakeholders who need to be informed about the change]

- Communication Plan:

[Specify how communication will be conducted and when]

- Training: [If applicable, outline the training requirements for the affected stakeholders]

**7. Change Monitoring and Control**

- Change Tracking and Reporting:

[Describe how changes will be tracked, and status reports will be generated and distributed]

- Change Review Meetings:

[Outline the schedule and format of change review meetings]

- Change Freeze Periods:

[Outline procedures for implementing change freeze periods to avoid disruptions]

- Risk Management:

[Include a risk assessment section outlining potential risks and mitigation strategies]

**8. Change Closure and Documentation**

- Change Closure:

[Explain the criteria and steps for closing change requests after successful implementation]

- Documentation:

[Specify the documents that will be updated or created during the change control process]

**9. Change Control Plan Approval**

This Change Control Plan has been reviewed and approved by [Name], [Position], on [Date].

Signature:

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[Name]

[Position]

[Your Organization's Name]

**10. Change Control Process Improvement**

- Process Evaluation:

[Describe how the change control process will be evaluated periodically]

- Continuous Improvement:

[Outline the approach to incorporate feedback and lessons learned to improve the change control process]

11. Appendices (Optional)

- Change Request Form: [Include a sample change request form]

- Glossary: [Define any relevant terms]

**Note:** This Change Control Plan Template is subject to customization based on your organization's specific needs and the complexity of your projects or processes.