**Change Control Process Template**

**1. Change Control Procedure Title**

*[Company/Project Name]* *Change Control Procedure*

**Document Control**

|  |  |  |
| --- | --- | --- |
| **Section** | **Detail** | |
| Version | *[Version Number]* |
| Date of Last Update | *[Last Update]* |
| Next Review Date | *[Next Review Date]* |
| Document Owner | *[Name of Document Owner/Author]* |
| Document Approver | *[Name of Document Approver]* |

**Document Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Description of Changes** | **Changed By** |
|  |  |  |  |

**Document Sign-off**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Document Owner |  |  |  |
| Document Approver |  |  |  |
| Other (Specify) |  |  |  |

**2. Purpose**

*[Describe the purpose and objective of the Change Control Procedure]*

**3. Scope**

*[Define the scope of this Change Control Procedure – the aspects of your project or process it covers]*

**4. Definitions**

*[Define any terminology that is relevant to understanding the Change Control Procedure]*

**5. Change Control Process**

**5.1 Change Request Initiation**

Any individual or group may request a change. Change Requests (CRs) must be submitted in writing using the Change Request Form.

**5.2 Change Request Review**

Upon receipt of the CR, the Change Control Manager will review it to ensure that it is filled out correctly and that sufficient information has been provided.

**5.3 Impact Assessment**

If approved for further review, the Change Control Manager will conduct a preliminary Impact Assessment (IA), considering factors such as cost, time, resources, etc.

**5.4 Change Advisory Board Review**

After the Impact Assessment, the Change Advisory Board (CAB) will review the CR. The CAB may seek additional information or clarification before making a decision.

**5.5 Approval/Rejection**

If approved by the CAB, the change will proceed to the implementation stage. If rejected, the change will not be implemented, and the requestor will be informed of the decision.

**5.6 Implementation**

The approved changes will be implemented as planned. The implementation phase will be closely monitored to ensure that it aligns with the proposal.

**5.7 Verification**

After implementation, the Change Control Manager will verify that the change has been correctly implemented and is having the desired effect.

**5.8 Closure**

Once the verification stage has been successfully completed, the change process will be officially closed, and the Change Request Form will be archived for future reference.

**6. Roles and Responsibilities**

*[Describe the responsibilities of each role involved in the change control process]*

**7. Change Request Form**

*[Include a copy of the Change Request Form, or instructions on how to access it]*

**8. Change Control Log**

*[A spreadsheet or database to track change requests, their status, and their outcomes. Include a copy or instructions on how to access it]*

**9. Associated Documentation**

*[List any documentation that supports this process, such as project management plans, quality management plans, risk management plans, etc.]*

**10. Appendices**

*[Any additional information that supports the Change Control Procedure]*

**11. Document Review and Approval**

This document must be reviewed and approved by the roles listed below. Signature, either physical or digital, indicates understanding and approval of the document as it stands.

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Signature** | **Date** |
| Document Owner |  |  |  |
| Document Approver |  |  |  |
| Other (Specify) |  |  |  |