**CHANGE MANAGEMENT PLAN**

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| **Project Title:** |  | **Date Prepared:** |  |

**[Change Management Approach:](#Change_Management_Approach" \o "Describe the degree of change control and how change control will integrate with other aspects of project management)**

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**Definitions of Change:**

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| [Schedule change:](#Schedule_change" \o "Define a schedule change versus a schedule revision. Indicate when a schedule variance needs to go through the change control process to be rebaselined.)  |
| [Budget change:](#Budget_change" \o "Define a budget change versus a budget update. Indicate when a budget variance needs to go through the change control process to be rebaselined.)  |
| [Scope change:](#Scope_change" \o "Define a scope change versus a change in approach. Indicate when a scope variance needs to go through the change control process to be rebaselined.)  |
| [Project document changes:](#Project_document_changes" \o "Define when updates to project management documents or other project documents need to go through the change control process to be rebaselined.)  |

**Change Control Board:**

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| [Name](#Name" \o "Individual’s name) | [Role](#Role" \o "Position on the change control board) | [Responsibility](#Responsibility" \o "Responsibilities and activities required of the role) | [Authority](#Authority" \o "Authority level for approving or rejecting changes) |
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**Change Control Process:**

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| [Change request submittal](#Change_request_submittal" \o "Describe the process used to submit change re-quests, including who receives requests and any special forms, policies or procedures that need to be used.)  |  |
| [Change request tracking](#Change_request_tracking" \o "Describe the process for tracking change requests from submittal to final disposition.) |  |
| [Change request review](#Change_request_review" \o "Describe the process used to review change re-quests, including analysis of impact on project objectives such as schedule, scope, cost, etc.) |  |
| [Change request disposition](#Change_request_disposition" \o "Describe the possible outcomes such as accept, defer, or reject.) |  |

Attach relevant forms used in the change control process.

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