Project Change Management
Efficiency Notes - Project Controls Series

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What It Is

Project Change Management is a series of methods and practices used to prevent workflow disruptions when a project encounters unexpected changes
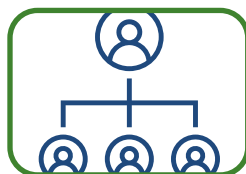
Why You Need It

Unexpected changes in project scope can cause schedule delays and increase project costs. Preventing these changes and managing them efficiently is critical to project success

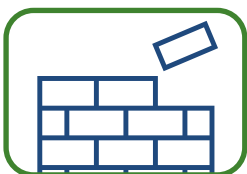## Project Change Management Dynamics

There are five components of a project which are affected directly by any changes that may occur:

Project Scope | **Project Organization** | **Work Execution Methods** | **Control Methods** | **Contracts and Risk Allocation**

The effect of changes implemented in the project will vary according to which phase the project is currently in. As the project progresses further through project phases toward its completion, implementing changes will be increasingly complex. Thus, an effective Project Change Management system should be able to mitigate any delays and obstructions your project will face.

Project Change Management Principles

Project Change Management principles have been developed to ensure your organization faces unexpected changes in a structured manner. By successfully implementing these principles your organization can expect to see reliable schedules, client satisfaction, and cost-efficient solutions to any problems you may face. The principles below will help implement an effective Project Change Management system in your organization.

Promoting a balanced change culture
- Encourage beneficial change
- Discourage detrimental change

Recognizing Change
- Education
- Communication
- Documentation
- Training

Evaluating Change
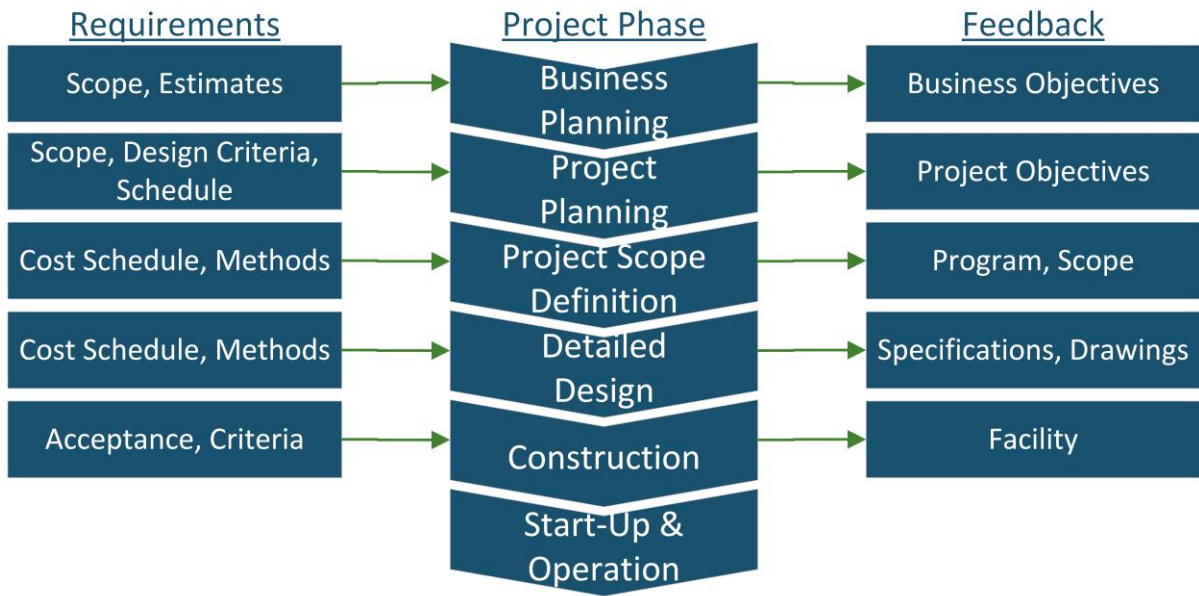- Elective
- Required
- Decide quickly

Implementing Change
- Authorization
- Documentation
- Tracking

Continuous Improvement
- Share lessons learned
- Be prepared to improve

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Project Life Cycle Phases & Best Practices

Requirements	Project Phase	Feedback
Scope, Estimates	Business Planning	Business Objectives
Scope, Design Criteria, Schedule	Project Planning	Project Objectives
Cost Schedule, Methods	Project Scope Definition	Program, Scope
Cost Schedule, Methods	Detailed Design	Specifications, Drawings
Acceptance, Criteria	Construction	Facility
	Start-Up & Operation	

This diagram displays the phases a project must pass through before completion. Requirements of each phase show what that phase will need to achieve the feedback listed. Below you will find best practices your organization may implement to successfully manage changes.

✓ Business Planning
Ensure a scope baseline is created as early as possible within this phase to assess changes

✓ Project Planning
In the planning phase it is inexpensive to implement any changes; use these changes to initiate project cost, schedule, and scope

✓ Project Scope Definition
Use experienced employees to validate that the proposed changes will be beneficial to the project. Use these beneficial changes to further define the project scope

✓ Detailed Design
Most changes encountered will be during detailed design. Changes should be regularly measured against your scope baseline, and change management principles should be implemented here

✓ Construction
Changes encountered during construction will have the largest impact on your cost and schedule. It is necessary to identify changes in this phase early, and integrate assistance from other disciplines

✓ Start-Up & Operation
Ensure all turnover responsibilities are well documented and understood by all parties involved