

Project Scope & Change Management

Change management is an important part of a successful project. A change management process defines the steps used to identify and make changes to a project including its scope. The elements included in a change management process include the purpose of the change management plan, change control procedures, roles and responsibilities for managing change, a change request form, and a change request log. This tool includes a sample preliminary Project Scope & Change Management Plan.

Project Scope Change Management Plan

I. Purpose

The purpose of the Scope Change Management Plan is to:

1. Manage and control scope change during the Implementation Project.
2. Ensure that the project is implemented on time and within the approved budget and scope.
3. Evaluate and prioritize all changes to the project implementation plan at the institutional level.
4. Provide a process for implementing change required by the system.

II. Goals

The goals of the Scope Change Management Plan are to:

1. Manage the handling of gaps between institution processes and procedures and the baseline system being implemented.
2. Align efforts and institution resources to meet institutional needs.
3. Help limit modifications to the baseline system.
4. Allocate spending on 3rd party auxiliary systems.
5. Encourage process and policy change before system modifications.
6. Adhere to contractual obligations for change orders with vendor.
7. Encourage communication of project changes as appropriate.

III. Scope of Change Requests

The following change requests will be addressed by the Scope and Change Management Plan:

1. Modifications to software.
2. Acquisition of 3rd party software.
3. Changes to contracted professional services (e.g. additional consulting visits).
4. Scope (includes modules, data conversion and migration, interfaces, etc.).
5. Milestone dates, including interim milestones and major go-lives.
6. Additional project spending (hardware, training, conferences, etc).
7. Functionality required by policy changes at the university and/or external mandates.