

UNIT IV

PROJECT MANAGEMENT AND CONTROL

Change control

What is change control?

Definition

Change control is the process through which all requests to change the approved baseline of a project, programme or portfolio are captured, evaluated and then approved, rejected or deferred.

Change control:

Change control is of particular importance when the project is part of a larger programme or portfolio because the consequential effects of unmanaged change may be far-reaching within the planned change environment and to business-as-usual activities.

The project professional implements the following steps to control change:

- Log change request in a change register (or log).
- Initial evaluation where the change is reviewed.
- Detailed evaluation where the impact on baseline success criteria, benefits, scope, quality, time, resources, costs, risks, stakeholder engagement or any other criteria important to achieving the business case are considered.
- A recommendation is made to the sponsor and/or wider governance board to approve, reject or defer the change.
- The plan is updated if a change is approved.
- Implementation where the necessary actions are taken and monitored.

It is important to differentiate change control from the wider discipline of change management. Change control is a subset of overall change management and it is useful to not

mix up the language. Change management is a structured approach to move an organisation from a current state to a future desired state.