

CHANGE CONTROL PROCESS

- Circumstances for Change Control
 - Need extra funding
 - Reduce funding
- Forecast how much more you will need
 - Reach out to project resources and attain hourly estimates for each month.
 - Convert the hourly estimates to costs via country rates.
 - If the vendor schedule changes, you may need an SOW addendum to update accordingly.
 - The PO dashboard must be updated with current dates so Finance can follow.
 - Are there any other purchases that need to be made such as hardware, licenses, software, telecom services, etc?
- Be Proactive!
 - You must continue to analyze your budget every week and determine if extra funds are needed.
 - Submit change controls the moment you realize your budget needs to be adjusted.
 - Bad news ages badly.

CHANGE CONTROL PROCESS

- Change Control needs to be initiated via portal or document submission.
- Information to be submitted:
 - Project Name / ID
 - Project Manager
 - What is changing?
 - Scope
 - Project start/finish dates
 - Budget
 - Risk of not executing the change
 - Approvals
- Any changes to your project cannot happen unless the CC is approved
 - Have your analysis ready to immediately make changes