

Preview

Change Control Process for <Project Name>

Version 1.0 draft 1

Prepared by <author>

<Department>

<Company>

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Revision History

Name	Date	Reason For Changes	Version
		initial draft	1.0 draft 1

Introduction

Purpose

This document describes the process that is to be used for requesting and managing changes to work products created or maintained by the members of <project>. This process will facilitate communication about requested changes among the stakeholders of <project>, provide a common process for resolving requested changes and reported problems, and reduce the uncertainty around the existence, state, and outcome of a change that has been requested in a work product.

Scope

Any stakeholder of <project> can submit the following types of issues to the change control system:

- requests for requirements changes (additions, deletions, modifications, deferrals) in software currently under development
- reports of problems in current production or beta test systems
- requests for enhancements in current production systems
- requests for new development projects

This change control process applies to baselined work products created or managed by the members of the <project>, including:

- software that has been released to production or is in beta test
- requirements specifications for <project>
- group procedures and processes
- user and technical documentation

The following work product classes are exempted from this change control process:

- work products that are still under development, except for requirements changes requested in new projects
- interim or temporary work products created during the course of a project
- any work products intended for individual use only

Definitions

<u>Term</u>	<u>Definition</u>
issue	An item that someone has submitted to the change control system that describes a software problem, a requested enhancement, a proposed change in requirements for a product under development, or a new project being proposed.
stakeholder	Someone who is affected by or who can influence the project.

Roles and Responsibilities

Role	Description
CCB Chair	Chairperson of the change control board; has final decision-making authority if the CCB does not reach agreement; asks someone to be the Evaluator for each change request and asks someone to be the Modifier for each approved change request
Change	The group that decides to approve or reject proposed changes for