Change Control Process for <Project Name>

Version 1.0 draft 1

Prepared by <author>

<Department>

<Company>
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Revision History

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<tr>
<td></td>
<td></td>
<td>initial draft</td>
<td>1.0 draft 1</td>
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**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**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>issue</td>
<td>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.</td>
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<tr>
<td>stakeholder</td>
<td>Someone who is affected by or who can influence the project.</td>
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**Roles and Responsibilities**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
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<tbody>
<tr>
<td>CCB Chair</td>
<td>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</td>
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<tr>
<td>Change</td>
<td>The group that decides to approve or reject proposed changes for</td>
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