Program Change Management Plan

Enhance Your Program Management with PMI Standard Templates

Welcome to the Program Management Templates designed according to **PMI's Standard for Program Management - Fifth Edition (2024)**. These templates are invaluable tools for professionals preparing for **PgMP Certification** on [**Knowledge Map**](https://knowledgemap.pm) (https://knowledgemap.pm). By completing these templates for your real programs, you seamlessly blend real-world experience with PMI program management concepts, ensuring a comprehensive understanding and practical application.

Explore the full range of templates to streamline your program management processes and elevate your expertise. Available Templates:

* Program Business Case
* Program Charter
* Program Management Plan
* Program Risk Register
* Program Benefits Register
* Benefits Management Plan
* Stakeholder Register
* Stakeholder Engagement Plan
* Program Governance Plan
* Program Change Request
* Resource Management Plan
* Risk Management Plan
* Schedule Management Plan
* Scope Management Plan
* Program Performance Report
* Change Log
* Change Management Plan
* Communications Management Plan
* Financial Management Plan
* Information Management Plan
* Lessons Learned Register
* Procurement Management Plan
* Quality Management Plan
* Final Program Report

To access and benefit from these templates, visit: [KnowledgeMap.pm/Certifications/PgMP](https://knowledgemap.pm/certifications/pgmp)

Utilize these structured, professional templates to ensure your program's success and to boost your readiness for PgMP certification.

Change Management Plan Template

The **Program Change Management Plan** outlines the processes and activities required to plan for, monitor, control, and administer changes during the course of the program. This plan ensures that changes are managed in a structured and systematic way to minimize disruption and maximize positive outcomes.

PROGRAM CHANGE ASSESSMENT

As part of program formulation, potential change management considerations are identified and assessed to help develop the program’s business case. The program change assessment identifies sources of change, such as the volatility of the enterprise environmental factors (EEFs), the sensitivity of the proposed program’s business case to changes in organizational strategy, and the possible frequency and magnitude of changes that may arise from components during program delivery. It then estimates the likelihood and possible impacts of the changes that may arise from these sources, and proposes measures that may be taken to enable the program to respond to such changes in a positive, rather than disruptive, way.

The output of this activity is the program change assessment, which is an input to the program business case, program charter, and program change management planning.

PROGRAM CHANGE MANAGEMENT PLANNING

A change management activity should be established to administer changes during the course of the program. The **Program Change Management Plan** is a component of the program management plan that establishes program change management principles and procedures, including the approach for capturing requested changes, evaluating each requested change, determining the disposition of each requested change, communicating a decision to impacted stakeholders, documenting the change request and supporting details, and authorizing funding and work. It is important to mention that the plan should focus on how to evaluate the impact of a change (e.g., change in an organization, including program sponsor and program steering committee; change in a cost; change in a component; change in the program management plan; change in a technology; etc.) on the program outcomes and, therefore, on the benefits expected by the stakeholders. Based on that assumption, the program steering committee should agree on the level of program change thresholds that should trigger the change process.

The outcomes of this activity include the **Program Change Management Plan** and program change thresholds.

# Change Management Approach

The change management approach includes:

## Identification

Recognizing potential sources and types of change.

## Evaluation

Assessing the impact and feasibility of proposed changes.

## Approval

Determining the disposition of each change request.

## Implementation

Administering approved changes.

## Communication

Informing stakeholders of change decisions and impacts.

# Change Assessment

The change assessment process involves:

## Sources of Change

Identifying potential sources of change, such as enterprise environmental factors (EEFs), organizational strategy changes, and component-level changes.

## Likelihood and Impact

Estimating the likelihood and potential impact of changes on the program’s business case and outcomes.

## Response Measures

Proposing measures to manage and respond to changes positively.

# Change Management Planning

The change management planning process includes:

## Capturing Changes

Establishing procedures for capturing and documenting change requests.

## Evaluating Changes

Assessing the impact of changes on the program’s scope, schedule, cost, quality, and benefits.

## Determining Disposition

Deciding whether to approve, defer, or reject change requests.

## Communicating Decisions

Informing stakeholders of change decisions and their implications.

## Documenting Changes

Recording all change requests, evaluations, decisions, and supporting details.

# Change Thresholds

Change thresholds define the level of change that triggers the formal change management process. These thresholds are agreed upon by the program steering committee and may include:

## Organizational Changes

Changes affecting the program sponsor, steering committee, or other key stakeholders.

## Cost Changes

Significant variations in program or component costs.

## Component Changes

Changes affecting the scope, schedule, or deliverables of program components.

## Program Plan Changes

Modifications to the program management plan.

## Technology Changes

Updates or changes to the technology used in the program.

# Roles and Responsibilities

Roles and responsibilities for change management include:

## Program Manager

Oversees the change management process and ensures changes are managed effectively.

## Change Control Board (CCB)

Reviews and approves change requests.

## Component Managers

Identify and manage changes within their components and escalate significant changes.

## Stakeholders

Provide input and feedback on change requests and decisions.

# Change Management Procedures

Change management procedures include:

## Change Request Submission

Detailed process for submitting change requests.

## Change Log

Maintaining a log of all change requests and their status.

## Impact Analysis

Conducting a thorough analysis of the potential impact of each change.

## Approval Process

Formal process for reviewing and approving changes.

## Implementation Plan

Steps for implementing approved changes.

## Post-Implementation Review

Evaluating the effectiveness of implemented changes and documenting lessons learned.

# Communication Plan

The communication plan for change management includes:

## Stakeholder Notification

Informing affected stakeholders of change decisions and impacts.

## Regular Updates

Providing regular updates on the status of change requests and implemented changes.

## Feedback Mechanism

Establishing a process for stakeholders to provide feedback on the change management process.

# Monitoring and Controlling Changes

Monitoring and controlling changes involve:

## Regular Reviews

Conducting regular reviews of change requests and their status.

## Performance Metrics

Using key performance indicators (KPIs) to monitor the impact of changes.

## Audit and Compliance

Ensuring changes comply with established procedures and standards.

# Documentation and Reporting

Documentation and reporting requirements include:

## Change Request Forms

Standardized forms for submitting change requests.

## Change Log

A comprehensive log of all change requests and their status.

## Change Impact Reports

Detailed reports on the impact of approved changes.

## Change Management Reports

Regular reports to the program steering committee and other stakeholders on the status and impact of changes.

# Review and Update of the Change Management Plan

The change management plan should be reviewed and updated regularly to ensure it remains effective and relevant. This includes:

## Periodic Reviews

Scheduled reviews of the plan to assess its effectiveness.

## Feedback Integration

Incorporating feedback from stakeholders and lessons learned.

## Plan Updates

Making necessary updates to the plan based on changes in the program or organization.

# Appendices

## Appendix A

Change Request Form Template

## Appendix B

Change Log Template

## Appendix C

Change Impact Analysis Template

## Appendix D

Change Management Roles and Responsibilities Matrix