Objectives & Scope

The objective of this procedure is to define the requirements for Change Control on Consultas Multimedia Projects, and to define the responsibilities of those involved.

Contents

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References

None
**Fig 1 - Change Control Process**

<table>
<thead>
<tr>
<th>REF</th>
<th>ACTIVITY DESCRIPTION</th>
<th>Programme</th>
<th>Interface Designer</th>
<th>Project Manager</th>
<th>Client</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Identify need for change &amp; notify Project Manager</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>2.0</td>
<td>Review request, initiate Change Control Request Form (CCR) <em>(Attachment 1)</em> &amp; register <em>(Attachment 2)</em></td>
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<tr>
<td>3.0</td>
<td>Review change proposal: -Scope Impact -Schedule Impact -Cost Impact -Benefits</td>
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<tr>
<td>4.0</td>
<td>Is this a Scope Change or a Correction ?</td>
<td></td>
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<tr>
<td>5.0</td>
<td>Instruct Team to make correction (for Consultas cost)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>Make corrections as instructed</td>
<td>6</td>
<td>6</td>
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<tr>
<td>7.0</td>
<td>Complete all information required on Change Request Form</td>
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<tr>
<td>8.0</td>
<td>Obtain Originator Signature, Sign CCR and submit to Client for Approval</td>
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<tr>
<td>9.0</td>
<td>Approve Change</td>
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<tr>
<td>10</td>
<td>Is Change Approved ? If &quot;No&quot; then Change may be re-cycled or stopped</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>11</td>
<td>Instruct Project Team to implement Change</td>
<td></td>
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</tr>
<tr>
<td>12</td>
<td>Implement approved Change</td>
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<td>13</td>
<td>Capture costs for Contract Variation purposes</td>
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</table>

**Key**
- Action By Support
- Approve Decision

**Stop**

1.0: Identify need for change & notify Project Manager
2.0: Review request, initiate Change Control Request Form (CCR) *(Attachment 1)* & register *(Attachment 2)*
4.0: Is this a Scope Change or a Correction ?
5.0: Instruct Team to make correction (for Consultas cost)
6.0: Make corrections as instructed
7.0: Complete all information required on Change Request Form
8.0: Obtain Originator Signature, Sign CCR and submit to Client for Approval
9.0: Approve Change
10: Is Change Approved ? If "No" then Change may be re-cycled or stopped
11: Instruct Project Team to implement Change
12: Implement approved Change
13: Capture costs for Contract Variation purposes
1.0 Procedure

The Consultas Change Control Process is described in detail in Figure 1.

2.0 Definitions

Change: For the purposes of this Procedure means any action which will effect the Scope, Schedule or Cost of a Contract as detailed below.

The following definitions shall be used to identify significant Scope, Schedule and Cost impacts which will require the implementation of formal Change Control measures, i.e. The issue and approval of a Change Control Request Form (CCR).

Correction: - Rectification of minor error, omissions or misunderstandings (lack of clarity in scope, for instance).

Scope Impact: - Any change in scope that results in a change in Schedule or Cost.
- Any additions to the list of Contract deliverables.

Schedule Impact: - Any change that has a positive or negative affect on a Key Milestone.
- Any slippage in approved Contract completion dates in excess of a pre-determined time (agreed with the Client on a Project by Project basis).

Cost Impact: - Any change to a Contract Cost.

3.0 Appendices

None

4.0 Attachments

Attachment 1: Change Control Request Form
Attachment 2: Change Control Request Register
Consultas P/L - CHANGE CONTROL REQUEST FORM

Originator: CCR No: Client:
Project Manager: Date: Contract:

SECTION A: CHANGE DETAILS
Type of Change (Tick): Scope: Schedule: Cost:
Description of Change:

Reason for Change:

SECTION B: IMPACT of CHANGE
SCOPE (List all activities affected by this change)

SCHEDULE (Identify All Key Milestones Affected & any other slippage)

COST (Identify All cost variations)

BENEFITS, and OTHER IMPACTS (List any other known impacts)

Project Manager (Name): Signature: Date:

SECTION C: CHANGE REQUEST APPROVAL

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
<th>Approved</th>
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<tbody>
<tr>
<td>Originator:</td>
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</tr>
<tr>
<td>Project Manager:</td>
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<tr>
<td>Client:</td>
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</tbody>
</table>

DISTRIBUTION: Copy to - Client Original to - Contract File
Originator
Project Manager

Date Printed: 10/06/99 16:37 Filename: CONSULTAS CCR.xls
<table>
<thead>
<tr>
<th>CCR No.</th>
<th>Date Raised</th>
<th>Originator</th>
<th>Project Manager</th>
<th>Type of Change</th>
<th>Brief Description</th>
<th>Schedule Impact</th>
<th>Cost Impact</th>
<th>Approved (Y/N)</th>
<th>Date</th>
</tr>
</thead>
</table>

This is an empty table for the Consultas P/L - CHANGE CONTROL REQUEST REGISTER. It contains columns for CCR No., Date Raised, Originator, Project Manager, Type of Change (Scope, Sched, Cost), Brief Description, Schedule Impact, Cost Impact, Approved (Y/N), and Date. The table is for tracking change control requests, including dates, originators, project managers, types of changes (scope, schedule, cost), brief descriptions, and impacts on schedule and cost, as well as whether the change is approved and the date of approval. The document was printed on October 6, 1999, at 16:37.