

HOW TO USE THIS TEMPLATE:

Introduction

The template reflects the steps set out in the PRINCE2® Method and is designed to prompt the Project Manager and help in the creation of the Checkpoint Report. There is also a Product Description for the Change Control Approach at Appendix A of the PRINCE2 Manual.

Loading the file

This template has been produced using Microsoft Word. To use it, load up the file directly from the directory and starting from page 1 follow the prompts (in [...] brackets).

Deleting the [...] text

When the template is complete, the Change Control Approach document can be printed and approved.

Prior to printing, you should delete all [...] prompt text.

Saving the Change Control Approach document under its own name

Save the Change Control Approach by selecting the "SAVE-AS" command; this will avoid overwriting the standard template. You must specify your own Project Directory.

Once your Change Control Approach is complete check the document against the following Quality Criteria:

- Responsibilities are clear and understood by both user and supplier
- The key identifier for the project's product(s) is defined
- The method and circumstances of version control are clear
- The approach provides the Project Manager with all the product information required
- The corporate, programme management or customer strategy for change control has been considered
- The retrieval system will produce all required information in an accurate, timely and usable manner

- The project files provide the information necessary for any audit requirements
- The project files provide the historical records required to support any lessons
- The chosen change control approach is appropriate for the size and nature of the project
- Resources are in place to administer the chosen method of change control
- The requirements of the operational group (or similar group to whom the project's product will be transitioned) should be considered

PROJECT DOCUMENTATION

Change Control Approach

Project:

Release:

Date:

PRINCE2

Author:

Owner:

Client:

Document Ref:

Version No:

1 Change Control Approach History

1.1 Document Location

This document is only valid on the day it was printed.

The source of the document will be found at this location – *[insert folder structure]*

1.2 Revision History

Date of this revision:

Date of next revision:

Revision date	Previous revision date	Summary of Changes	Changes marked
		First issue	

1.3 Approvals

This document requires the following approvals.

Signed approval forms should be filed appropriately in the project filing system.

Name	Signature	Title	Date of Issue	Version

1.4 Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

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3 Introduction

[States the purpose, objectives and scope, and identifies who is responsible for the approach]

4 Change control procedure

[A description of (or reference to) the change control procedure to be used.]

5 Issue management procedure

[A description (or reference to) the issue management procedures to be used.]

6 Tools and techniques

[Refers to any systems or tools to be used and any preference for techniques that may be used for each step in the change control procedure]

7 Records

[Definition of the composition and format of the issue register and configuration item records (if used)]

8 Reporting

[Describes the composition and format of the reports that are to be produced, their purpose, timing and chosen recipients. This should include reviewing the performance of the procedures]

9 Timing of change control and issue activities

[States when formal activities (for example, configuration audits) are to be undertaken]

9 Roles and responsibilities

[Describes who will be responsible for what aspects of the procedures, including any Corporate, programme management or customer roles involved with the change control of the project's products.]

10 Scales for priority and severity

[For prioritizing requests for change and off-specifications and for determining the level of management that can make decisions on severity of issue.]