Change Control Procedure

Title	Project Manager	Project Sponsor	Department	Version	Date
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This document details the process to be followed for enacting a change during the implementation phase of the project

Category of change	Category description	Notification made to	Responsibility of decision making	Method for recording & reviewing change
Local	Foreseeable impact to: **Cost** - Cost of change can be made without any change to budget at completion (BAC) for any work packages (WPs). **Schedule** - Change does not impact on any project schedule milestones (MS) **Performance** – Change makes no impact any of the critical success factors – see ISIS-ESS-PM-PD-0013 **Risk** – Change does not worsen (i.e. increase) the risk or overall rating of the risk. *See Project Risk Register*	N/A	Instrument Lead Engineer	**CAD data** – Change revision of data, create and save a mod sheet to TCx in accordance with defined procedure **Documents** (i.e. Meeting notes, risk assessments, supplier visit reports, presentations, simulation reports, etc.) – Versions stored on local or network drives should have their versions number manually increased (either minor 0.1 to 0.2 or major 1.0 to 2.0). The decision on this can be taken by the individual. For documents stored in SharePoint, the version should also be increased in a similar way. All important documents should feature a version history table within the first few pages to track these changes. **Technical Changes** If appropriate review whether a modification needs to be made to the *Technical specification*.

| Routine | Impact foreseen to:

Cost - Cost of change requires a request for contingency draw down for any work packages (WPs).

Schedule - Change impacts on in year project schedule milestones (MS) but not on the Key Project Milestone (*see Key milestone plan*) or Project completion.

Performance – Change makes no impact any of the critical success factors – see ISIS-ESS-PM-PD-0013

Risk – Change worsens (i.e. slightly increases) the risk or overall rating of the risk, as long as overall risk rating stays below "high". *See Project Risk Register* | Instruments Project manager (PM) or delegated deputy | Cost, Schedule & Risk – Project Manager (who may choose to escalate to project sponsor

Performance – Project Manager with advise from TAB/SAB or PS as appropriate | Change requestor to book out the next number in the *change register* and then fill in a *project change request form*.

This is submitted to the project manager (or delegated deputy) who will discuss with the relevant Work Package Managers (WPMs) and either make a decision or add it to the agenda of the next Technical Assurance Board (TAB). If approval is granted then the PM will sign the change request form and a copy should be put on SharePoint and the change register updated.

The TAB will meet on a monthly basis and feature members with relevant skills and experience plus other invitees that the project manager (or deputy) feels are required to correctly assess impact of proposed change. The TAB will provide advice to the PM. The decision will be passed back to the requestor by the PM (or deputy). If approval is granted then the PM will sign the change request form and a copy shall be put on SharePoint and the change register updated.

The IAC should be consulted on the effect of major changes on the science case. |

Significant	Impact foreseen to:	Project manager (PM)	Project Board	Change requestor to book out the next number in the *change register* and then fill in a *project change request form*. The PM should be notified at the earliest possible time.
	Cost - Cost of change requires a request for contingency draw down for any work packages (WPs) and the PM believes it is too significant to come from the 'working margin' held by the PM.			The PM will take the request to the next project board meeting (every 6 months).
	Schedule - Change impacts on the Key Project Milestone (==*see Milestone definition file*==) or Project completion.			The project board will discuss the presented impacts of the change and will approve, reject or request more information. The decision will be passed back to the requestor by the PM. If approval is granted then the project sponsor (PS) will sign the change request form on behalf of the project board.
	Performance – Change makes an impact to any of the critical success factors – see ISIS-ESS-PM-PD-0013			A copy shall be put on SharePoint and the change register updated. IMC should also be notified of significant changes.
	Risk – Change worsens (i.e. significantly increases) the risk or overall rating of the risk, overall risk rating becomes "high". *See Project Risk Register*			