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<COMPANY OR PROJECT LOGO>

<PROJECT NAME>

CHANGE MANAGEMENT CHECKLIST

VERSION <1.0> <DD/MM/YYYY>



CHANGE MANAGEMENT CHECKLIST

VERSION HISTORY

[Explain how the development and distribution of the Change Management Checklist will be controlled and tracked. In the table below, provide the version number, the author implementing the version, the date, the name of the person approving the version, the date that version was approved, and a brief description of the reason for creating the revised version.]

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	<Author name>	<mm/dd/yy>	<Project Manager name>	<mm/dd/yy>	<description of change>

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CHANGE MANAGEMENT CHECKLIST

PROJECT START-UP

ONE TIME ACTIVITIES	Y	N	N/A
1. Has an approved change management process been identified and documented for the project?			
2. Has a Change Management Plan been created and approved?			
3. Has the change management process been communicated to the project team?			
4. Has the change budget been approved and created in the finance system?			

PROJECT DELIVERY

ONE TIME ACTIVITIES	Y	N	N/A
1. Has the change request been documented?			
2. Has a resource been identified to manage and implement the change?			
3. Has the effort to complete the change request been estimated, and has that estimate been presented to the person/group responsible for approving the change?			
4. Has the impact of the change been evaluated as it relates to scope, time, duration, cost, resource, deliverable, product, process, risk, and quality?			
5. Has the change request been approved?			
6. Has the work to complete the change request been incorporated into the project's schedule?			
7. Has the test plan been updated to reflect the testing of the completed change?			
8. Has the change completion date been communicated to the team and the stakeholders?			
9. Has the work necessary to incorporate the change been completed?			
10. Has the completed change been tested?			

CHANGE MANAGEMENT CHECKLIST

11. Has everyone affected by the change been notified?			
12. Do all users and admins have the training, documentation, and ability to support the change?			

ITERATIVE, ONGOING ACTIVITIES	Y	N	N/A
1. Update the Change Management Log as specified in the Change Management Plan.			
2. Use the Project Status Reports to keep the Project Board/ Sponsor and Stakeholders updated on the progress of Change Requests.			
3. Update the Project Team on the status of Change Requests via regular team meetings.			
4. Is the project manager notified of all changes regardless of the perceived size or impact?			
5. Are zero cost changes captured and processed through change control? Zero cost changes can still have a big impact on quality or time. Undocumented changes can have serious consequences.			

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