Jefferson Science Associates, LLC

6MSD
Change Control

Change Control

A. The Change Control process delineated in this section is to be used for requesting, reviewing, and documenting changes to the approved project baseline for projects conducted at the Jefferson Laboratory. Baseline changes may occur as a result of contractual modifications, re-planning, or formal reprogramming. Managing change to the project baseline is crucial to ensure the project's work scope and schedule will not spiral out of control. Changes to baseline documents should be minimized.

B. The purpose of the Change Control process is to ensure that:

- The schedule and technical impacts of the proposed changes are developed and considered by all affected parties.
- The collected evaluations are considered in the approval or rejection of the proposed changes.
- All affected parties are informed of proposed changes and their dispositions.
- Baseline documentation is controlled and updated as appropriate to reflect approved changes.
- Action on proposed changes occurs deliberately, but without undue delay and without interfering disproportionately with project progress.

C. The stated goals of the Change Control process are:

- To anticipate, recognize, and predict changes to the approved project baseline
- To prevent unauthorized or unintended deviations from the approved project baseline
- To evaluate and understand the technical, schedule, and safety/quality impacts of each change to the approved project baseline
- To identify, understand, and control the consequences of changes to the approved project baseline
- To ensure each change is evaluated, reviewed, and communicated to the affected group(s).

1 Change Control Process

A. The Change Control process allows the project team to identify, evaluate, approve, and document proposed changes to the project baseline. The process is initiated with the generation of a Change Request. The Change Request is the mechanism for proposing and assessing a change, waiver, or deviation to the project. After an evaluation of the Change Request, the Change Order is expeditiously communicated to affected parties and incorporated in the project baseline documentation in an auditable manner. The Change Control process is accomplished in three phases: the Request Phase, the Review Phase, and

the Documentation Phase. The Request Phase is where the Change Request originates. For the Review Phase, an assessment of the proposed Change Request is accomplished and approval is obtained. Approved changes are implemented and integrated project baseline documents are revised in the Documentation Phase.

B. During the course of project execution, errors in the schedule databases can occur. Integrity of the Performance Measurement Baseline is vital to a clear understanding of project status. Retroactive changes to the performance measurement data are to be avoided. Action should be taken promptly when errors are identified and will be controlled by the Project Management & Integrated Planning Department (PM&IP). A "Note to File" will be recorded for error corrections. Adjustments can be made to correct data entry errors and do not require instituting the formal change request process. These adjustments will not be made to historical project data, only the current and future accounting periods.

1.1 Request Phase

A. The Change Control process begins with the generation of a Change Request form (Exhibit 25). Any project team member can initiate a change to the project technical and schedule baselines by completing the Change Request form in electronic format. The originator fills out the Identification, and Description and Justification, sections of the Change Request. The impacts of not approving the change are also included in this section. The Change Request is then submitted to a member of the project Change Control Board (normally the one most affected) for consideration. Upon concurrence, the Change Control Board member signs the Change Request and assigns an appropriate person(s) to ensure the Change Impact Assessment is accomplished (usually the initiator). The Change Impact Assessment section records the potential impacts of the proposed change to the project baseline and addresses safety/quality concerns. The assessment is to be all-inclusive and thorough to ensure the consequences of implementing (or not implementing) the proposed change are fully understood.

B. After the Change Control Board member has concurred with the Change Request, PM&IP enters the Change Request into the Change Request Log (Exhibit 26). Change Requests are numbered sequentially (scheme: FY - sequence #, e.g., 08-001) in order of receipt for tracking purposes. The Change Request Log is updated each time there is a change to the status of a Change Request. When the status of a Change Request is updated, PM&IP will notify all the 6MSD Team connected with that WBS level and send a notice to each member of the project Change Control Board for informational purposes only. The affected Control Account Manager will coordinate inputs to the Change Request.

C. PM&IP distributes the Change Request to members of the Change Control Board. The Change Request is placed on the agenda for the next board meeting. The Change Request then enters the Review Phase of the Change Control process.

1.2 Review Phase

A. The Review Phase is dictated by the Change Control Board. If the change affects more than one WBS, then the originator will coordinate efforts between the WBS Managers. The originator should be prepared to present/discuss the Change Request to the board if needed.

B. PM&IP updates the Change Request Log and the Change Request process enters into the Documentation Phase.

C. During the review process, any disapproved Change Request is sent back to the affected WBS Manager.

1.3 Documentation Phase

A. The Documentation Phase is where the project baseline is revised and the approved change is implemented. Once the Change Request documents have been signed by the proper authority, the Change Request becomes a Change Order. PM&IP is responsible for revising schedule baseline documents for changes impacting these project baselines. When appropriate, a new project baseline will be generated for each approved Change Request. This action will improve traceability between the Change Request and the Schedule.

B. Once the baseline documents are revised, PM&IP updates the Change Request Log and the appropriate WBS Manager(s) implements the Change Order within his/her work scope.

2 Exhibits

1 Change Request Form with Instructions
2 Change Request Log

Exhibit 1 Change Request Form

Change Request Form

6MSD

Project Name

Identification

Change Request #	**Title**	
WBS #	**Date (m/d/yy)**	**Date Required (m/d/yy)**
Originator Name		

Status

Change Request Status: Open

Description and Justification

Description of Proposed Change	
Justification of Proposed Change	
Impact if Change Request not Approved	
Change Control Board Member Concurrence	**Impact Assessment Assigned To**

Change Impact Assessment

Technical Impacts
Name(s)
Schedule Impacts (e.g. Change in final activity Finish Dates, Float)
Name(s)
Quality/Safety Impacts
Name(s)

Recommendation and Disposition

Change Control Board Review

CCB	Date (m/d/yy)

Final Approval

Project Manager	Date (m/d/yy)

OR

Deputy Project Manager	Date (m/d/yy)

Continuation Page

Exhibit 1 Change Request Form (cont.)

Instructions for Change Request Form

(Note: Use the Continuation Page on last page of the Change Request form if more space is required. Label with section reference for any input to this page.)

Project Name: Self-explanatory.

Change Request #: This number will be filled in by PM&IP. The forms will be numbered consecutively as they are received and will be entered into the Change Request Log.

Title: A brief descriptive title.

WBS #: Work Breakdown Structure Number(s) affected by the change.

Date: Originator enters the date for the submission of the Change Request.

Date Required: Originator enters the estimated date approval is needed to avoid adverse impacts on technical performance, schedule, or quality/safety.

Originator Name: Name of individual submitting the Change Request.

Change Request Status: This field in the form lists the current status of the Change Request: New / Open / Deferred / Duplicate / Approved / Disapproved / Withdrawn. PM&IP will update the status of the Change Request as it progresses through the procedure.

Description of Proposed Change: Describe the change requested. Use the continuation page, as required.

Justification for Proposed Change: Justify the proposed change. Describe the problem or defect that will be corrected by the proposed change. Indicate the experience that dictates the need for the change. Summarize the capability to make the change. Include the impact if the change is not approved. Use the continuation page, as required.

Impact if Change Request not Approved: Indicate what affect if the proposed Change Request was not approved would have on the schedule.

Change Control Board Member Concurrence: The Change Control Board member who concurs with the proposed change signs this block. Note: A Change Control Board member may not concur on a Change Request originated by him/herself.

Impact Assessment Assigned To: The individual assigned to coordinate inputs to the Change Impact Assessment section of the Change Request is identified in this block.

Change Impact Assessment SECTION: Provide a statement of impact to technical performance, schedule, and quality/safety. Use the continuation page, as required.

Name(s): Add the names of individual(s) who contributed and concurred to the pertinent assessment section.

Recommendation and Disposition: Recommendations and decisions concerning the Change Request are documented in this section. Use the continuation page, as required.

Change Control Board Review: Names of the board members in attendance are inserted in this block after review and recommendation by the board.

Final Approval: Based on the Change Request the project manager or deputy manager will "sign" in the designated signature block.

Exhibit 2 Change Request Log

Jefferson Lab

Change Request Log
6MSD

as of: 3/31/2011

CR #	WBS #	CR Title	Date Submitted	Date Required	Originator	CCB Concur	Impact Assessment	Status	Approval Date	Implementation P6

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