

CHANGE CONTROL PLAN

This checklist covers issues related to creating a change control process. Change control is a subset of change management, which is a subset of configuration management. See *CxStand_ConfigurationMangement* for details.

Change control planning is often captured in a change control plan, but may be part of other planning artifacts. The change control plan may exist as part of the CM plan. On small projects the CM plan may exist as a section in the project plan, leaving the change control plan as the primary identifier of configuration artifacts.

General

- CCP-1 Is the change control plan based on *CxTemp_ChangeControlPlan*?
- CCP-2 Does the plan conform to *CxCheck_CxOneArtifact*?
- CCP-3 Are change control processes consistent with overlapping project processes?
- CCP-4 Is the change control plan consistent with the CM plan if one exists?
- CCP-5 Does the plan avoid simple duplication of information in the CM plan?
- CCP-6 Does the plan leverage corrective activity management (CAM) materials?

Planning

- CCP-7 Are the levels of change control described?
- CCP-8 Is the Change Control Board (CCB) organization defined?
- CCP-9 Are the mechanisms used to control change clearly defined?
- CCP-10 Are responsibilities for change control clearly defined?
- CCP-11 Are likely areas and/or types of change identified?

Change Requests

- CCP-12 Is the process for capturing and managing change requests defined?
- CCP-13 Are there standards for change request content, such as *CxCheck_ChangeRequest*?

Explicit Change Control

- CCP-14 Are artifacts that will be controlled directly by the change control board identified?
- CCP-15 Are the set of artifacts under control sufficient to meet project goals?
- CCP-16 If configuration items are used, do they match the CM plan?
- CCP-17 Are the artifacts grouped in appropriate abstractions?
- CCP-18 Is the level of change control for each artifact group identified?
- CCP-19 If appropriate, is the lifecycle timing for artifact groups defined?

Implicit Change Control

- CCP-20 Are the artifact that will be under implicit change control identified?
- CCP-21 Are all downstream artifacts of items under explicit change control accounted for?