

Process 12: A Change Management Process

Step #	Step	Done?
1.	Gather requested changes and bug fixes proposed for inclusion in the current, a future, or an emergency system release.	<input type="checkbox"/>
2.	Review proposed requests during a regular or emergency change control board meeting, via e-mail, or by conference call.	<input type="checkbox"/>
2.A	Assess associated feature, budget, schedule, and quality benefits, costs, issues, and risks for implementation, testing, and release. Defer consideration to a subsequent meeting and obtain clarifying information if necessary.	<input type="checkbox"/>
2.B	Prioritize or reject each request.	<input type="checkbox"/>
2.C	Identify implementation, testing, and release integration deliverables, and estimated completion dates for each request.	<input type="checkbox"/>
3.	Plan, implement, test, and integrate the change or fix, noting new costs, benefits, issues, or risks.	<input type="checkbox"/>
4.	Present implementation, testing, and release integration results and deliverables for final approval.	<input type="checkbox"/>
4.A	Assess outstanding feature, cost, schedule, and quality costs, benefits, issues, and risks.	<input type="checkbox"/>
4.B	Weigh benefits of including change against costs, issues, and risks.	<input type="checkbox"/>
4.C	Approve or reject inclusion of the change in appropriate release.	<input type="checkbox"/>
5.	If approved, check new or changed system components, project documents, and other deliverables into configuration management.	<input type="checkbox"/>