Change Request Management Workflow

Consulting Projects

(1)

Change Request Submission

Project stakeholder identifies a required change and submits a formal Change Request, including description, rationale, and expected impact.

(2)

Initial Assessment

Project manager reviews the request for completeness and relevance. Clarifications are gathered if needed.

(3)

Impact Analysis

Project team assesses change impact on scope, timeline, costs, and resources. Risks and dependencies are analyzed.

(4)

Approval/Decision

Change Advisory Board or designated authority reviews analysis and makes an approval, rejection, or request for further information.

(5)

Implementation & Communication

If approved, the change is planned, implemented, and communicated to all stakeholders. Project documents and plans are updated.

(6)

Monitoring & Closure

The change implementation is monitored to ensure alignment with request. Once confirmed, the Change Request is formally closed and lessons learned are documented.