**CHANGE MANAGEMENT PLAN**

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| **Project Title:** |  | **Date Prepared:** |  |

**Change Management Approach:**

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**Definitions of Change:**

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| Schedule change: |
| Budget change: |
| Scope change: |
| Project document changes: |

**Change Control Board:**

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| --- | --- | --- | --- |
| Name | Role | Responsibility | Authority |
|  |  |  |  |
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**Change Control Process:**

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| Change request submittal |  |
| Change request tracking |  |
| Change request review |  |
| Change request disposition |  |

Attach relevant forms used in the change control process.

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