Issue Date: <mm/dd/yyyy>
Revision Date: <mm/dd/yyyy>

Document Purpose

This checklist is a brief document listing the items to be noted, checked, remembered, and delivered when completing the accompanying template and/or project management practice.

Activities Checklist

Change Management Checklist (One Time Activities)

	Has an approved change management process been identified and documented for the project?
	Has a change management plan been created and approved?
	Has the change management process been communicated to the project team?
	Has the change request been documented?
	Has the change request been prioritized?
	Has a resource been identified to manage and implement the change?
	Has the effort to complete the change request been estimated and has that estimate been presented to the person/group responsible for approving the change?
	Has the impact of the change been evaluated as it relates to scope, time, duration, cost, resource, deliverable, product, process, risk, and quality?
	Has the change request been approved?
	Has the work to complete the change request been incorporated into the project's schedule?
	Has the test plan been updated to reflect the testing of the completed change?
	Has the disposition of the change request been communicated to the submitter, the project team, and other stakeholders?
	Has the change completion date been communicated to the team and the stakeholders?
	Has the work necessary to incorporate the change been completed?
	Has the expected impact on projects, budgets, schedules, etc been accepted by the organization?
	Has the completed change been reviewed and approved by all parties affected by the change?
	Has the completed change been tested?
	Have all parties that might be affected by the change been notified of the change?
	Do all business units have the training, documentation, and ability to support the change?

Change Management Checklist (Ongoing/Iterative Activities)

	Update the Change Management Log.
	Communicate status updates to any change requests to the project team and to stakeholders.

This document is 508 Compliant *[Insert additional appropriate disclaimer(s)]*