

MILESTONE

*Providing Stepping Stones
Along the Path to Success*



A WOMAN-OWNED
SMALL BUSINESS

BALANCING
CHANGE

In the past year, many things in our lives have changed. Where we work (at home instead of at the office), how our kids do school (virtually instead of in the building), how we shop (does anyone else love Walmart pickup?). Life has become one life lesson on change. When changes have happened in the past 12 months, our family's mantra has become to adapt "with flexibility and grace".

Projects are no different. Even though we don't want to be so rigid in our project planning that changes are never allowed, we also don't want to grant every change request that is suggested. So how do we have a balance between the two?

How should change requests be initiated?

Changes may be initiated verbally by any stakeholder, but they must always take a formal written format and be processed through integrated change control. Approved change requests may require new or revised cost estimates, activity sequences, schedule dates, resource requirements, and analysis of risk response alternatives.

How do you perform integrated change control?

According to the *PMBOK® Guide – Sixth Edition*, integrated change control is the process of reviewing all change requests; approving and managing changes to deliverables, project documents, and the project management plan; and communicating the decisions. It reviews all requests for changes or modifications to project documents, deliverables, baselines, or the project management plan and approves or rejects the changes. This can be conducted at any time throughout the project; from project inception through completion. Even though changes may be requested by any stakeholder involved with the project, every documented change request needs to be either approved or rejected by a responsible individual, usually a change control board and the customer or sponsor.

Who is on the Change Control Board (CCB)?

Experts about the project: Consultants, Stakeholders, Customers, Sponsors, Professional and Technical Associations, Industry Groups, SME's, PMO.

What happens in a Change Control Meeting?

During a change control meeting, the CCB reviews each change requests and determines whether it will be approved, rejected, or deferred. Part of their assessment will include analyzing how the project's time, cost, resources, and risks will be impacted based upon the request. They may also discuss alternatives to the requested change. All change requests will be updated in the change log.

What is a Change Log?

A change log is used to document changes, their impact to the project in terms of time, cost, and risk, and their status. Rejected change requests are also captured in the change log.

Join Dr. Mathis on Tuesday, May 11 for our free *Handling the Paradigm of Change Associated with the Project* webinar. If you cannot attend, a replay link will be sent out after the webinar. To register, go to www.themathisgroup.com/webinars.

UPCOMING FREE WEBINAR

HANDLING THE PARADIGM CHANGE ASSOCIATED WITH THE PROJECT

TUESDAY, MAY 11
10:00 - 11:00 AM CST
1 PDU

TO REGISTER, GO TO
www.themathisgroup.com/webinars



SATISFIED CLIENTS
OF THIS COURSE

FEDERAL AVIATION
ADMINISTRATION
STATE OF MISSOURI
AMEREN

PROJECT CHANGE MANAGEMENT - 2 DAY

PDU's - 13

PMI's Talent Triangle Breakdown

Technical - 13



face-to-face



virtual
instructor-led

Course Description: This two-day seminar will show students how to implement, track, and control changes to the project. This seminar will focus on ways to reduce the uncertainty of project changes. Students will learn how to analyze each change while developing processes, tools and techniques which can be used immediately. This course will follow one or more of Project Management Institute's knowledge areas of the *PMBOK® Guide*.

Course Objectives:

Objective 1: Discuss the definition of change

- Identify proactive and reactive characteristics
- Analyze why people resist change
- Examine four types of change
- Examine five roles of change agents

Objective 2: Identify three areas that impact change in people

- Assess five new focuses from change
- Examine six ways fear hinders change
- Examine seven qualities of a paralyzed state
- Identify eight factors that determine a person's viewpoint

Objective 3: Create a strategy for change

- Analyze a force field analysis
- Create an action plan
- Compare change control to change management
- Discuss what is included in integrated change control

Objective 4: Examine schedule changes

- Examine procurement changes
- Examine contract change control
- Examine scope change control
- Examine cost change control

Objective 5: Discuss sources of change

- Create change due to corrective actions
- Create change due to preventative actions

Objective 6: Discuss how to monitor and verify changes have been completed

- Discuss change authorization policies
- Create a strategy for examining risk after change approval
- Analyze the roles and responsibilities of change control board
- List the benefits of documentation in various situations

Objective 7: Define change control board

- Compare positive and negative change control boards
- Discuss who should be on the change control board
- Create an internal process to work with change control board
- Discuss best practices for change control board



A WOMAN-OWNED SMALL BUSINESS (WOSB)



Providing quality, customized training and consulting services that inspire, educate, and equip organizations to be better tomorrow than they are today.

DR. KEITH MATHIS, PMP, PMI-ACP, CSM
WANDA MATHIS, M.ED. PMI-ACP

PROJECT MANAGEMENT TRAINING

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PRESENTATIONS THE EDUCATE, MOTIVATE, AND INSPIRE

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COMPANY MANDATE

The Mathis Group provides training and consulting that will impact the organization and individual while maintaining an outstanding reputation for success and integrity.

VALUES STATEMENT

Every person has worth and should be treated with respect.

AREAS OF EXPERTISE

- Curriculum Design
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9515 N Spring Valley Dr
Pleasant Hope, MO 65725
800-224-3731
417-759-9110
(voice/fax)

www.themathisgroup.com

keith@themathisgroup.com
wanda@themathisgroup.com

DUNS Number:
007722098
CAGE: 3C1N9
GSA Contractor Number:
GS-02F-0010V

