

## ***Elements of a Good Change Control Procedure***

1. Uses a change budget
2. Defines what constitutes a change
3. Identifies who can initiate a change request
4. Establishes that all change requests are in writing
5. Identifies who will assess impact to the project
6. Uses a change request log
7. Specifies where the change requests will be maintained
8. Identifies who will approve or reject the change request
9. Specifies how long a change approval or rejection should take
10. Clearly states what happens if the client does not respond
11. Specifies when payment for the change request is due

If you would like to learn how to best write a change control procedure that has all these components and get access to lots of done-for-you templates and tools, I invite you to [join the WP Project Manager's Academy](#).