



### 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

### Elements of a Good Acceptance Management Process

1. Identifies all deliverables to be approved
2. Specifies acceptance criteria for each deliverable and the final project
3. Identifies who is responsible for approving or rejecting deliverables
4. Specifies the turnaround time for review and approval
5. Clearly states what happens when the turnaround time is not met
6. Defines “rejection with cause”
7. Describes when and how “rejection with cause” is applied

Get more free training at [wproadmap.com](http://wproadmap.com) or sign up to stay informed about the upcoming WordPress Project Manager’s Academy.