

Change and Configuration Management Plan

Change and Configuration Management Plan is one of the project management document you can create with our [project management lifecycle software](#).

Change Management is an important part of project management. Changes must be vetted and managed to ensure that they are within the project scope and are communicated to all stakeholders. This activity involves the identification of project components that are governed by the change control process, and the documentation of change process.

This article shows you how to develop a Change and Configuration Management Plan.

Activity 1: Perform Change & Configuration Management Planning

Provide detailed description on the various aspects of the change and control management planning, which include the change request and validation process, the responsibilities of project team, etc.

The screenshot displays the E-Octopus Visual Paradigm Enterprise interface. The top menu bar includes Dash, Project, ITSM, UeXceler, Diagram, View, Team, Tools, Modeling, Window, and Help. The breadcrumb trail shows: ... > Perform Change & Configuration Management Planning > Change & Configuration Management Plan.

The main content area is titled "Configuration Management Control" and contains three sections:

- Configuration Management Control Selection:** A text box stating, "The selection of change management control items is based on a discussion and confirmation with the Change Control Board."
- Configuration Management Control Items:** A table with two columns: "Item" and "Description".
- Configuration Management Control Process:** A flowchart diagram illustrating the change control process.

Item	Description
E-Octopus LMS Web	The web version of E-Octopus LMS.
E-Octopus LMS Android	The Android version of E-Octopus LMS.
Project Management Deliverable	The deliverables created by walking through the activities under the project management process.
Contract	Contracts with suppliers.

The flowchart in the "Configuration Management Control Process" section shows a sequence of steps: "Request Change" (yellow box) leads to "Request Approved" (yellow box), which leads to "Request Rejected" (yellow box). From "Request Approved", the process flows to "Request Approved" (yellow box), then to "Request Approved" (yellow box), and finally to "Request Approved" (yellow box). The flowchart also includes decision points (diamonds) and a "Request Approved" (yellow box) at the end.