

# **MMA CONFIGURATION MANAGEMENT: CHANGE REQUEST PROCEDURE**

DRAFT: 4 November 1998  
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## **Overview**

Responsibility for responsible execution of the MMA Level 1 tasks rests with the respective Project Division Heads (DH). In the event a DH finds it necessary or desirable to modify a Project WBS baseline task schedule or budget, that DH must inform the Project of the proposed modification. The procedure for implementing such a change depends on the magnitude of its impact on the task schedule and/or budget as noted below.

### **1. Procedure for implementation of changes that increase the task budget by less than \$20k or delay the schedule by less than 2 weeks:**

- Discretion for implementation of such *de minimus* change requests rests with the DH;
- The DH has the responsibility to inform the System Engineer (SE) and the Project Manager (PM) by filling in, and submitting to them, an electronic change request template form stating that he/she intends to implement a change;
- The SE and PM must both concur with the change request (with such concurrence expected to be *pro forma*, the DH and SE will object only in the event they recognize that the requested change will have substantial project consequences);
- The electronic change request, with the SE and PM concurrence, will be distributed to all the DH, to the Budget and Schedule Administrator (BSA) so that the WBS can be updated, and to the Project Archivist.

### **2. Procedure for implementation of changes that increase a task budget by \$20k or more, or that delay the schedule by more than 2 weeks:**

- Discretion for implementation of these change requests rests with the PM;
- The DH requests a change by informing the SE and PM by filling in, and submitting to them, an electronic change request template form stating the change proposed;
- The DH also distributes that change request to all the DH, and to the BSA;
- It is the responsibility of the SE to discuss the change request at the next of the weekly DH meetings;
- The DH will sit as a Change Control Board (CCB) and consider the implications of the request;
- Based on the CCB discussion the SE will recommend action on the change request to the PM;
- The PM will rule on the request and distribute his decision using the electronic change request form to the SE, to all the DH, to the BSA and to the Project Archivist.