[Your Organization/Project Name]

**Change Control Board (CCB) Template**

**1. Purpose and Objectives**

1.1. The Change Control Board (CCB) is established to review, evaluate, and approve changes to [specify the scope of changes, e.g., project scope, deliverables, requirements, schedule, budget, etc.].

1.2. The objectives of the CCB are to ensure that changes align with [organization/project name]'s strategic goals, project objectives, and stakeholder expectations, while managing risks and minimizing the impact of changes on project success.

**2. Membership**

2.1. The CCB is composed of key stakeholders representing different areas of expertise and interests related to the project/organization.

2.2. The members of the CCB include:

- [List names and roles of CCB members, e.g., Project Sponsor, Project Manager, Subject Matter Experts, Business Analyst, Technical Lead, etc.].

2.3. The CCB may invite additional stakeholders or experts to participate in specific meetings, as deemed necessary.

**3. Meeting Schedule**

3.1. The CCB will meet regularly to review change requests and make decisions.

3.2. [Specify the frequency and schedule of CCB meetings, e.g., weekly, bi-weekly, monthly, etc.].

3.3. Additional meetings may be scheduled to address urgent change requests or time-sensitive issues.

**4. Decision-Making Process**

4.1. The CCB will evaluate each change request based on its potential impact, feasibility, risks, benefits, and alignment with project objectives.

4.2. Decisions will be made by consensus or, if necessary, by a vote.

4.3. The [Project Sponsor/Chairperson/Designated Authority] will have the final decision-making authority in the event of a tie vote.

**5. Change Request Submission**

5.1. Change requests shall be submitted using the [organization/project name] Change Request Form.

5.2. The Change Request Form must include the following information:

- Description of the proposed change

- Rationale for the change

- Potential impact on project scope, schedule, budget, resources, and risks

- Stakeholders affected by the change

- Proposed implementation plan and timeline

**6. Change Impact Analysis**

6.1. The CCB will conduct a comprehensive impact analysis for each change request.

6.2. The impact analysis will consider the implications of the change on project deliverables, schedule, budget, resources, and risks.

6.3. Subject Matter Experts and relevant stakeholders may be consulted during the impact analysis process.

**7. Risk Assessment and Mitigation**

7.1. The CCB will assess the risks associated with proposed changes.

7.2. Strategies for risk mitigation and contingency plans will be developed and considered during decision-making.

**8. Change Communication**

8.1. The CCB will communicate the status and outcomes of change requests to relevant stakeholders.

8.2. Stakeholders will be informed of approved changes and any adjustments to project plans resulting from approved changes.

**9. Change Documentation**

9.1. All change-related documentation, including change requests, impact analysis, decisions, and implementation plans, will be recorded and maintained for audit and reference purposes.

9.2. Documentation shall be stored in a central repository accessible to CCB members and relevant stakeholders.

**10. Continuous Improvement**

10.1. The CCB will periodically review its own performance and the effectiveness of the change control process.

10.2. Opportunities for process improvement and lessons learned will be identified and incorporated into future change control activities.

**11. Authority and Scope**

11.1. The CCB is authorized to approve changes within the defined scope and constraints of the [project/organization name].

11.2. Changes that fall outside the scope or authority of the CCB will be escalated to the appropriate governance body or authority.

**12. Amendments and Revisions**

12.1. This CCB Charter may be amended or revised with the agreement of the CCB members.

12.2. Amendments to the CCB Charter shall be documented and communicated to relevant stakeholders.

[Signature lines for key stakeholders, indicating their approval of the CCB Charter]

Date of Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Project Sponsor/Chairperson/Designated Authority]:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Title)

[Names and Titles of CCB Members]:

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