

# TEAM BUILDER KIT

## CHANGE CONTROL PROCESS TEMPLATE

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**1. Define Your Change** - Create a full Design Brief to describe what the new Done looks like. Be as thorough as you were with the original projects.

**2. Determine Implications** - The Project Manager (or Integrator/COO, OBM, etc) reviews the request to create an estimation of how that change will impact the due-date, the quality of work – or whether more money would need to be spent.

- Deadline implications:
- Budget implications:
- Work quality implications:

**3. Review & Decide** -

- Discuss and negotiate details
- Recognize and accept the implications of the change
- Make an intentional decision