

## Change Control Manager Roles and Responsibilities

**Role:** To enable the controlled and repeatable management of components as they evolve through all stages of development and maintenance. The Change Control Manager is responsible for implementing a process by which the project teams and stakeholders identify, communicate, implement, document, and manage changes to maintain the integrity of the items under control.

- Develop, manage, maintain, and communicate the Change Control Management (CCM) plan and all CCM process standards, and procedures to all project members and stakeholders.
- Design and seek agreement on the scope of the entire Change Control process.
- Ensure that any changes to the standards, process, and procedures are properly approved, communicated and managed.
- Ensure that change requests for all configuration items are initiated, recorded, reviewed, approved, and tracked according to the procedure documented in the CCM plan.
- Ensure that all project team members involved in CCM receive training on their roles, how to use the CCM tools, and have appropriate access to the tools.
- Assist the Project Manager in identifying configuration items (CIs) and the information to be captured, recorded, and managed under the Change Control processes.
- Establish the naming styles and conventions for the configuration items that are to be managed and controlled.
- Oversee the Process Coordinators to ensure compliance with the Change Control policy, procedures, and rules/standards established.
- Establish and manage the project schedule for CCM activities with the Project Manager.
- Coordinate reviews of change requests with the Change Control Board (Process Coordinators, Technical Architect, Asst. PM, Project Manager).
- Track, report, and communicate CCM status and change control reports to the Project Manager and Change Control Board.
- Serve as a liaison with Process Coordinators and functional areas regarding Change Control issues and status of implementation.
- Create and provide the on-going management of controlled items and the change control plan. Responsibilities in this area extend to designing the ways that configuration items are controlled, the associated security levels, and ensure that roles and responsibilities are clearly articulated.
- Manage and track the status of all items under version control. Perform quality review and verification to ensure change requests are implemented

and that all documents have been revised in accordance with the change request.