

Project Change Control System Checklist & Worksheet

Project Name: <i>XX Holdings Solar Installation Project</i>
Prepared by: <i>Leanne Phillips Project Manager Electrical Sensations</i>
Date:
Document Number: <i>ProjectChg01</i>
Determine those responsible for approving or rejecting proposed project changes: <i>Be sure to provide for appropriate review of all changes.</i>
Define Roles and Responsibilities of approving person or body:
Get key stakeholder agreement on roles and responsibilities (list stakeholders):
Define any types of changes qualifying for automatic approval without review:
Define steps by which contracts may be changed, including:
Paperwork
Tracking Systems
Dispute Resolution procedures
Approval levels required
Describe how contract changes will be integrated with the project's integrated change control system:

Submitted to:		
Name: <i>Nigel Phillips</i>	Title: <i>Director/CEC installer on site</i>	Date:
Name: <i>Ian XX (CFO)</i>	Title: <i>CFO</i>	Date:
Name: <i>Rob XX</i>	Title: <i>Grounds Manager</i>	Date: