



*“We Help  
Put  
America  
Through  
School”*

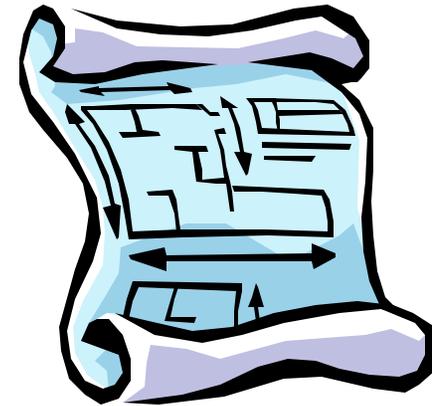
## **FSA Enterprise Change Management Tool Change Control Group (CCG) Methodology**





# ECM CCG Methodology Topics

- CCG Purpose
- CCG Members
- CCG Process
- CCG Requirements Change Procedures
- CCG Decisions





## ECM CCG Purpose

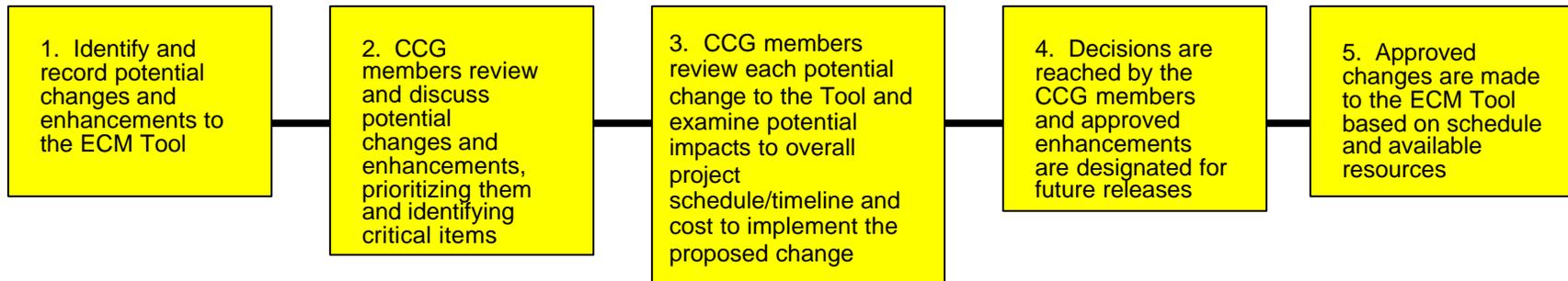
- The purpose of the ECM CCG is to discuss, prioritize and determine the action to be taken on possible changes and enhancements to the ECM Tool.
- The CCG also controls any changes to requirements that are proposed or suggested including:
  - Adding a new requirement
  - Modifying an existing requirement
  - Deleting an existing requirement



- The ECM Tool CCG is composed of the following Pilot Participants:
  - Cheryl Queen
  - Keith Wilson
  - Slawko Semaszczuk
  - Phil Wynn
  - Ganesh Reddy
  - Dave Lass
  - Gary Adams
  - Ron Langkamp



## The following Process is followed by the ECM CCG:





## ECM CCG Requirements Change Procedures

- CCG members will review potential Changes to Requirements for the Tool and examine potential impacts to overall project schedule/timeline and cost to implement the proposed change.
- The CCG will review new Requirements Change Request Forms at weekly meetings. The proposed changes will be sent to the CCG members two days prior to the meeting to review the proposed Change Requests.
- Change Requests approved by the CCG will potentially result in:
  - Updates made to the Requirements matrix
  - Updates made to the project schedule and revised cost estimates (if necessary)
  - Updates made to the Process Flows, Workflow Definitions
  - Software (Tool) Modifications
  - Updates to User Documentation / Training Material
  - Updates to Business Procedures



- Approved Changes resulting in a Project scope change will require an LOE (Level of Effort) to assess impact to project schedule and cost implications.
- All potential changes will be tracked and maintained in the ECM Issues and Enhancements Log.
- for historical purposes.
- The CCG members will make the FINAL determination for all Change Requests.
- Change Request authors will be notified of final decisions via dissemination of the ECM Issues and Enhancements Log.