
PRE-CHANGE CONTROL CHECKLIST

When a project identifies that it cannot achieve the current plan, use this checklist to explore options to return the project to "Green" without raising a Change Request.

1. IDENTIFY CRITICAL TASKS

- Review with the team and SMEs:** Are all tasks equally critical?
- Determine essential tasks:** What is truly necessary to achieve the project outcome?
- Challenge assumptions:** Are there tasks that can be deprioritized?

2. REVIEW SCOPE

- Understand project scope:** What is required to deliver the project?
- Assess the impact of reducing scope:** Will reducing scope affect the business case or benefits?
- Determine if a Change Request is necessary:** Only if scope reduction changes deliverables.

3. REVIEW PLAN SEQUENCE

- Use the [Critical Path Method \(CPM\)](#):** Identify the project's critical path.
- Optimize task sequence:** Can tasks be started earlier or have dependencies removed?
- Adjust the project plan:** Consider resequencing tasks for efficiency.

4. ALLOCATE MORE RESOURCES

- Reallocate existing resources:** Focus resources on critical tasks.
- Consider additional resources:** Check if the budget allows for more resources.
- Evaluate budget impact:** Raise a Change Request only if additional budget is needed.

5. WORK EXTENDED HOURS

- Consider short-term extended work:** Weekends or longer days.
- Monitor team wellbeing:** Avoid burnout from prolonged extended hours.
- Check for budget implications,** Especially for contracted employees.

6. INCREASE TEAM PRODUCTIVITY

- Assess current productivity levels:** Is the team meeting expected output?
- Identify causes for low productivity:**
 - Team morale issues?
 - Organizational challenges?
 - Skill gaps or poor performance?
 - Personal issues affecting team members?
- Implement corrective actions:** Address root causes to improve performance.

SUMMARY

Remember, a Change Request should not be the first response when a project goes off track. Use these techniques to explore alternative options for bringing the project back on target without raising a [Change Request](#).