

Exhibit C Change Control Process

Change Management Process

The change management process is defined to facilitate the recognition, processing, and closure of project changes. The overall process is as follows:

Initiation - Change need expressed

Evaluation - Determination as to whether the initiated change is in scope or out of scope and its impact from a technical, scope, cost, schedule, quality and risk perspective. The change is logged and evaluated by members of the CI project team.

Negotiation - The client and CI negotiate the terms and conditions of the change.

Documentation - The negotiated changes are documented formally in a Change Control Form (or) Quote.

Inform Stakeholders & Implementation - The change is formally communicated to all stakeholder organizations, such as the project team, supporting functional organizations, subcontractors, client, etc.

1.1 Change Documentation

A Change Order Form will be used to initiate process and track all proposed project changes. The change request form is available from the CI Project Manager, and an electronic copy will be provided if a change request needs to be made.

Appendix

Document Name	Document Description
EQuad Status Report	eQuad Template Example.pdf
Issues/Actions Tracking Log	Issue_Action Tracking-Client Na
Change Order Forms	Change Order Log.pdf Add_Delete Change Control D Change Order Form.pdf
Project Handoff Package	Project Transition Document - Template

