

Worksheet

Change management



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Why is change management important for your data project?

On one hand: You want to set a clear scope and maintain focus. That way you can ensure you will deliver the desired results and the results will be useful.

On the other hand: You are likely to be learning as you go. Often you don't know what you will find in the data until you start analysing it – so you want to be able to revisit the scope and adjust your approach.

This requires a good change management process. It doesn't have to be overly formal, but it can be useful to:

- Review the project brief on a periodic basis
- Update the project brief if there are changes of focus
- Maintain a change log

Consider also whether the change to your project will result in a change in time (duration or effort). This ultimately feeds forward as you will improve time estimation and define the scope of your next project more accurately.

On the next page, we present a table that you can use to keep track of how your project brief changes over time.

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Date	Change Description	Comments (Rationale, Impact)	Doc Version