

PROS



Open communication
- genuinely listen to feedback



Look for buy-in and cooperation
not imposition



Negotiate and compromise to clear hurdles

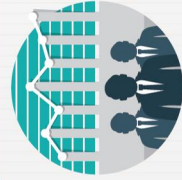
PROS

- It reinforces your learning for the next project
- It demonstrates the efficacy of your project to anyone that needs or wants to know - your boss, his boss, auditors, regulators etc. etc.
- It supports decisions as you progress through the project
- It avoids problems later

PROS



Ensures the project focuses on what was agreed to be delivered



Avoids re-work caused by people amending things at the same time



Records what changes were made and why

Show and share your work

Estimates, plans, goals, deliverables - all things at every stage

CONS

Don't surprise
Change is hard enough to get accepted

There will be objections
Tackle them head on with openness and facts



Keep records

Write down what you did, why you did it, who agreed along the way and much more

CONS

- It requires organisation and discipline - so delegate if you don't have the skills
- Beware of creating too much bureaucracy
- Make sure it is gathered physically or electronically - don't just take people's word

CONS



Uncontrolled scope creep



Budget over runs



Late delivery

FAILURE
to get final sign-off because changes weren't documented and signed off



Re-work caused by conflicting changes

Change control matters whether it is deliverables or the business case