Change Log

How to Guide

Introduction

A Programme Change Log is an essential document in programme management, used to systematically record, track, and manage all changes that occur throughout the lifecycle of a programme. This log ensures that changes are documented and communicated clearly, helping to maintain control over the programme's scope, schedule, and resources.

Purpose

The primary purpose of a Programme Change Log is to provide a structured approach for managing changes, ensuring that all changes are evaluated, approved, and implemented systematically. By maintaining a comprehensive log, programme managers can assess the impact of changes, make informed decisions, and communicate updates effectively to stakeholders.

Key Components

1. **Change ID**: A unique identifier for each change item to ensure easy tracking and reference.
2. **Created**: timestamp of when the change was first created.
3. **Category**: Action category to allow filtering on change types or meetings
4. **Change Description**: A detailed explanation of the change, providing enough context to understand its importance and relevance.
5. **Reasons for change**: Description of the reasons for the required change.
6. **Planned actions**: Detail of any action required associated with the change.
7. **Update**: An update on the progress of the dependency actions or additional notes or comments related to the action item, such as updates on progress, challenges encountered, or any other relevant information.
8. **Status:** Status of the change (e.g. Approved, Pending, Rejected)
9. **Owner**: The individual or team responsible for carrying out the action. This ensures clear ownership and accountability.
10. **Due Date**: The deadline by which the action must be completed. This helps in prioritising tasks and managing timelines effectively. Due dates should be contracted with the owner and should not be changed.
11. **Priority**: Identification of actions that are high priority or need to be escalated through other governance forums.
12. **Days**: The days until the target date for the action closure.
13. **Closed**: A timestamp when the action is closed.

© Nick Portmann Associate Limited 2025

Benefits

- **Enhanced Control**: Provides a clear and organized record of all changes, helping to maintain control over the programme.
- **Improved Communication**: Facilitates communication among team members and stakeholders by providing a centralized record of changes and their statuses.
- **Informed Decision-Making**: Ensures that decisions are based on a thorough analysis of the potential impact of changes.
- **Increased Accountability**: Assigns responsibility for managing changes, ensuring that they are actively monitored and addressed.
- **Proactive Risk Management**: Helps identify and mitigate potential risks associated with changes, reducing the likelihood of issues arising.

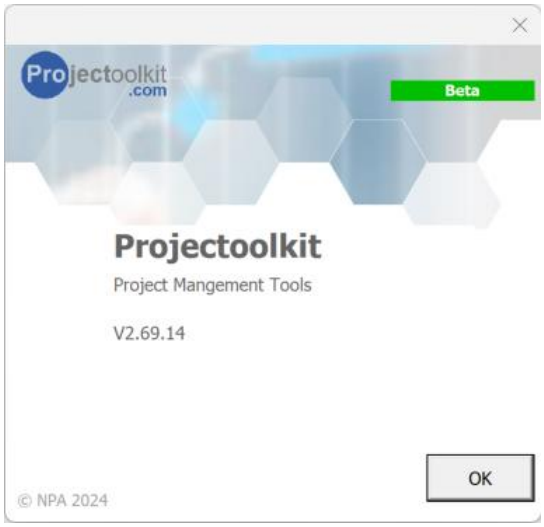
By maintaining a well-organized Programme Change Log, programme managers can effectively manage changes, ensuring that the programme remains aligned with its objectives and is successfully delivered.

Projectoolkit Instructions

No	Button	Instruction	Outcome
1		To open the QuickNav form press the **QuickNav** button.	The **QuickNav** form will be displayed. A full description of how to use this is given in the **Tools Menu How to guide.**
2		To insert a new Change, press the **New** button on the menu bar.	A new Change will be inserted the table, a timestamp of when the action was created and the user name of the person entering the action.
3		To delete an Change, press the **Delete** button on the menu bar.	A message box will be displayed to confirm the Change is to be deleted. On pressing **Yes** the action will be deleted.
4		If change history is enabled, then press **Change History** to review the change history of the selected cell.	A form will be displayed showing the change history for the selected cell.
5		To view only the open actions, press the View Open button.	The action table will filter on the open actions.

© Nick Portmann Associate Limited 2025

No	Button	Instruction	Outcome
6		To view only the open actions, press the **View Priority** button.	The action table will filter on the priority actions.
7		To view only the late actions, press the **View Priority** button.	The action table will filter on the priority actions.
8		To toggle the sheet Dashboard press the **View Dashboard** button.	The Dashboard will toggle on and off.
9		To view the Tools menu press the Tools button.	The Tools Menu will be displayed. A full description of how to use this is given in the **PRK Home Toolbar Menu How to guide.**
10		To view the version information of **Projectoolkit** press the **About** button.	The **About** form will be displayed.



© Nick Portmann Associate Limited 2025