



# Change Management RACI

R - Person responsible for the task  
 A - Person accountable for the task  
 C - Consulted.  
 I - Kept informed



Action	Project Manager	Project Team	Program Manager	Project Sponsor	Change Manager	Change Approval Board
1. Register change on change log	A	I		I	R	
2. Assess the change	R/A	C	I	I	C	
3. Inform requestor of result of result of assessment	R/A	I		C	I	
4. Submit to Change Approval Board (CAB)	I	I	C	C	R/A	
5. Review & approve or reject the change	I		I	C	C	R/A
6. Inform stakeholders of CAB decision	C	I		A	R	
7. Amend project plans & risk & Issue log as applicable	R	C		A		
8. Update change log	A	I	I	I	R	I
9. Update program plans	C		R/A	I		
10. Implement the change	A	R	C	C	I	I

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