



PROCESS
INDUSTRY
PRACTICES

May 2022

Project Engineering

**PIP PEEPJ002
Change Management**

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1. Scope

This Practice defines Change Management as it relates to Project Engineering, starting from change identification, evaluation of change, preparing the change management package, through change review, implementation, and closeout.

This Practice illustrates the fundamental steps for evaluating, processing, and implementing a proposed change. These steps are summarized in a flow chart included as an appendix to the Practice. Each project, Owner, or Contractor will create or have their own change management procedures which are based on the specifics of the project undertaken.

This Practice is aligned with the Project Management Institute (PMI) Book of Knowledge (PMBOK) Rev. 6, including project management terms and definitions. In addition, this Practice is aligned with the Construction Industry Institute (CII) with respect to best practices in the industry.

This Practice does not apply to the Management of Change (MOC) as defined by regulatory bodies such as OSHA, DOT, and other federal, state and local regulators.

As an example, Occupational Safety and Health Administration (OSHA) under 29CFR1910.110, Part (I) mandates implementation of a management of Change (MOC) process to document changes to process safety information identified in part after the completion of a Process Hazard Analysis.

2. References

2.1 Process Industry Practices (PIP)

- PIP PEEPJ001 – *Guidelines for Project Engineering*

2.2 Industry Codes and Standards

- Project Management Institute (PMI)
 - PMBOK – *Project Management Body of Knowledge*
- Construction Industry Institute (CII)
 - *Knowledge Areas and Front-End Planning (FEP)*
- Association for the Advancement of Cost Estimating (AACE)
 - AACE-97 – *Cost Estimate Classification System*
 - EST.2833 – *Maturity Assessment for Engineering Deliverables*

3. Definitions

contractor: Supplier of engineering, materials, or construction services

cost baseline: The approved version of a project cost estimate and contingency reserve

FEL: Front End Loading

owner: Owner of the asset for which the project is providing a service

schedule baseline: The approved version of a project schedule model