



PROCESS
INDUSTRY
PRACTICES

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Project Engineering

PIP PEEPJ002
Change Management

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In an effort to minimize the cost of process industry facilities, this Practice has been prepared from the technical requirements in the existing standards of major industrial users, contractors, or standards organizations. By harmonizing these technical requirements into a single set of Practices, administrative, application, and engineering costs to both the purchaser and the manufacturer should be reduced. While this Practice is expected to incorporate the majority of requirements of most users, individual applications may involve requirements that will be appended to and take precedence over this Practice. Determinations concerning fitness for purpose and particular matters or application of the Practice to particular project or engineering situations should not be made solely on information contained in these materials. The use of trade names from time to time should not be viewed as an expression of preference but rather recognized as normal usage in the trade. Other brands having the same specifications are equally correct and may be substituted for those named. All Practices or guidelines are intended to be consistent with applicable laws and regulations including OSHA requirements. To the extent these Practices or guidelines should conflict with OSHA or other applicable laws or regulations, such laws or regulations must be followed. Consult an appropriate professional before applying or acting on any material contained in or suggested by the Practice.

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PUBLISHING HISTORY

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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)
 - 18r-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