

Project Scope Definition for Change Management Procedures

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Project Scope Definition for Change Management Procedures

Dear [Recipient's Name],

We are initiating a project aimed at enhancing our change management procedures to ensure better control and approval processes within our organization. This letter serves to define the scope of the project and outline our objectives and deliverables.

Project Objectives:

- To assess current change management practices and identify areas for improvement.
- To implement a structured change request and approval process.
- To enhance communication and documentation of change processes.

Project Scope:

This project will focus on the following key areas:

- Review of existing change management policies.
- Stakeholder engagement and feedback collection.
- Development of a new change management framework.
- Training for staff on the new procedures.

Deliverables:

- A comprehensive report on current practices and recommended improvements.
- A new change management policy document.
- Presentation of the new procedures to the team.
- Training materials and sessions for all relevant staff.

We anticipate the project will commence on [Start Date] and be completed by [End Date]. Your support and cooperation throughout this process will be invaluable.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]