

# **CHANGE MANAGEMENT PLAN**

## **PETROLEUM RESTORATION PROGRAM**

### **PROCUREMENT PROCESS**

The Change Management Plan for the Petroleum Restoration Program (PRP) specifies the procedure to request and implement a change to the procurement process. Program staff and stakeholders must submit a request for change according to this Change Management Plan.

The Change Management Plan:

- Ensures changes are within scope;
- Ensures changes are beneficial to the overall procurement process;
- Determines how the change will be implemented; and
- Manages the implementation of changes.

#### **TYPES OF CHANGE**

- Scope of Work (SOW) Workbook including tables
- Schedule of Pay (SPI) Items
  - Additions and Removals
  - Pay Item Definitions and Use Guidance
  - Changes to SPI Workbook
- Review Process (including roles and responsibilities)

#### **CHANGE REQUEST PROCESS**

PRP staff and stakeholders must submit change requests to the Change Manager (Kyle Kilga) [kyle.kilga@dep.state.fl.us](mailto:kyle.kilga@dep.state.fl.us). The Change Manager is responsible for conducting the initial review of the change request to determine the impact to the procurement process. Proposed changes are then submitted to the Program Administrator (Natasha Lampkin) for review and approval. Team leaders will be consulted on any change that may impact their program area.

The Change Manager is responsible for documenting changes and coordinating all aspects of the approved change from guidance to implementation.