

PROJECT MANAGEMENT | COURSE BROCHURE

Change Control and Configuration Management

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Uncontrolled changes are a leading cause of overruns and quality problems in projects. This course explains how to set up change control and configuration management: change request processes, impact assessment, change boards, baselines, document and version control, and configuration audits across engineering and IT projects.

Every change has a cost, but not every change is visible. You will learn to control changes so decisions are deliberate and documented.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Change request exercises, impact assessment workshops, case studies and process design.

Course objectives

By the end of this course, participants will be able to:
• Explain the purpose of change control
• Design change request and approval processes
• Assess change impact on scope, cost, schedule and risk
• Run effective change control boards
• Manage baselines and configuration items
• Audit configuration and document control

Target audience

This course is suitable for:
• Project managers and engineers
• Configuration and document controllers
• PMO staff
• IT project teams
• Contract managers



Course content

Target competencies

Participants will develop competencies in:

- Change governance
- Impact assessment
- Configuration control
- Documentation
- Audit

Course outline

Day 1: Why Control Change

09:00–10:08	Sources of change
10:08–11:00	Scope creep
11:00–11:30	**Coffee break**
11:30–11:45	Scope creep (continued)
11:45–12:53	Cost of uncontrolled change
12:53–14:00	Case study

Day 2: Change Process

09:00–10:08	Change requests
10:08–11:00	Impact assessment
11:00–11:30	**Coffee break**
11:30–11:45	Impact assessment (continued)
11:45–12:53	Approval levels
12:53–14:00	Exercise

Day 3: Change Boards

09:00–10:08	Membership and decisions
10:08–11:00	Records
11:00–11:30	**Coffee break**



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11:30–11:45	Records (continued)
11:45–12:53	Communicating decisions
12:53–14:00	Simulation

Day 4: Configuration Management

09:00–10:08	Baselines
10:08–11:00	Configuration items
11:00–11:30	**Coffee break**
11:30–11:45	Configuration items (continued)
11:45–12:53	Version and document control
12:53–14:00	Workshop

Day 5: Audit and Improvement

09:00–10:08	Configuration audits
10:08–11:00	Metrics
11:00–11:30	**Coffee break**
11:30–11:45	Metrics (continued)
11:45–12:53	Process improvement
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (GBP)
Vienna Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,940.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
Dubai Confirmed dates	7 Dec 2026	11 Dec 2026	**£3,150.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Amsterdam Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,540.–**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.–**
Dubai Confirmed dates	25 Jan 2027	29 Jan 2027	**£3,150.–**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**£1,250.–**
Istanbul Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,650.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Frankfurt Confirmed dates	8 Mar 2027	12 Mar 2027	**£2,650.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Rome Confirmed dates	29 Mar 2027	2 Apr 2027	**£2,450.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**£1,250.–**
Cape Town Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,890.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**£1,250.–**
Dubai Confirmed dates	3 May 2027	7 May 2027	**£3,150.–**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Barcelona Confirmed dates	24 May 2027	28 May 2027	**£2,840.-**
Online Confirmed dates	24 May 2027	28 May 2027	**£1,250.-**
Rome Confirmed dates	14 Jun 2027	18 Jun 2027	**£2,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**£1,250.-**
Paris Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,860.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.-**
London Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,450.-**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.-**
Rome Confirmed dates	9 Aug 2027	13 Aug 2027	**£2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**£1,250.-**
Barcelona Confirmed dates	30 Aug 2027	3 Sept 2027	**£2,840.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**£1,250.-**
Cape Town Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,890.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,250.-**
London Confirmed dates	11 Oct 2027	15 Oct 2027	**£2,450.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**£1,250.-**
Vienna Confirmed dates	25 Oct 2027	29 Oct 2027	**£2,940.-**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**£1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (GBP)
Kuala Lumpur Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,450.-**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**£1,250.-**
Cape Town Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,890.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**£1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online