King Edward VII College

Change management plan

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Description of the current ICT system in place:

The current system for the sharing of learning and assessment materials is via email. Students receive their learning and assessment materials one week before the start of each unit.

Although the current system works well, due to the growth of demand, the system has encountered a lot of trouble. The system still faces differences at the beginning of each unit, and there is a lot of administrative work to sort out and send material, especially considering there are hundreds of units in numerous courses.

It is difficult to track the receipt of materials and the submission of assessments.

There is confusion over versions because there is no central repository.

Track problems, such as students not receiving emails, or not recording that they sent them in assessments.

To solve the above problems, it is suggested to establish a learning management system.

A rationale for the changes required to the ICT system:

1.With so many students, the amount of material that needs to be sorted and sent is enormous.

2. Receipt of material and submission of evaluation are very difficult to track.

3. Lack of central database and confusion of versions.

4. There are tracking problems, such as students not receiving emails or having no record of them sending assessments.

Industry benchmarks to be achieved for the ICT system:

1. The ability to process information is improved, and the system can track materials and appraisers' evaluation.

2. Students can receive emails effectively and quickly. However, the communication between students and teachers can not only be limited to email, but also set up an online communication platform, so that teachers and students can communicate quickly on this platform, and improve learning efficiency and progress.

3. Have a central database，In the case of a common central database, each student would have their own sub-database to store their own learning data.

4.Security requirements:

1. Follow safety principles.

2. Authenticate the user.

3. Authorize access.

4. Ensure confidentiality of information.

5. Ensure information integrity.

6. Ensure accountability.

7. Provide security management.

[The importance of security requirements elicitation and how to do it (pmi.org)](https://www.pmi.org/learning/library/importance-of-security-requirements-elicitation-9634)

Impact of changes

1. Expand storage space wirelessly. The size of storage space determines the running speed of the system.

2. The system can process information in batches, improve the efficiency of sending and receiving information, and improve the learning efficiency of students.

3. The system must comply with network security requirements and configure a firewall to prevent the system from being destroyed by network attacks.

4. Create a central database that prevents students' documents from being confused again.

5. Students can receive E-mail efficiently and quickly. However, the communication between teachers and students is not limited to email, but also can establish an online communication platform, so that teachers and students can communicate quickly on this platform, improve the learning efficiency and progress.

6. Because the system update will bring many inconveniences, for example, students and teachers may not understand how to use it in a short time.This has led to inefficiencies in the near term

7. We need to make short adjustments to our existing work, and we will provide a short-term system for King Edward VII College to survive the inconvenience caused by this system update.

[Positive and Negative Impact of ICT - Pros and Cons (positivenegativeimpact.com)](https://positivenegativeimpact.com/ict)

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# Change management activities, responsibilities and timelines.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 01/1 | 10/1 | 20/1 | 25/1 | 30/1 | 5/2 | 10/2 | 15/2 |
| Tasks 1 |  |  |  |  |  |  |  |  |
| Tasks 2 |  |  |  |  |  |  |  |  |
| Tasks 3 |  |  |  |  |  |  |  |  |
| Tasks 4 |  |  |  |  |  |  |  |  |

Task 1: Expand storage space.

Task 2: Increase system batch processing capabilities.

Task 3:Establish a central database.

Task 4:Resolve system tracking issues.

At present, we need to make specific improvements to the existing ICT system, and the table above is the specific timeline for our implementation. Our responsibilities are as follows:

1. Expand the storage space of the learning system.

2. Improve the batch processing capacity of the system.

3. Establish a central database for the system.

4. Solve the system tracking problem.

5. Real-time monitoring of the system.

We need to divide the above projects in the form of a team to ensure that they are completed on schedule.

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