

**NANYANG
TECHNOLOGICAL
UNIVERSITY**

SINGAPORE

Drawdiculous

Change Management Plan

Version 1.0

Prepared by Team Luck

Bian Hengwei	U1923732B
He Yinan	U1922693C
Jin Han	U1922733A
Lee Yu Jie Melvin	U1922533G
Renganathan Ramasamy	U1922494L
Sannabhadti Shipra Deepak	U1822459L

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Document Approvals

Role	Name	Signature	Date
Project Sponsor			
Project Review Group			
Project Manager©	Bian Hengwei		21 Oct 2021
Quality Manager (if applicable)	Lee Yu Jie Melvin		21 Oct 2021
Procurement Manager (if applicable)			
Communications Manager			

<i>(if applicable)</i>			
Project Office Manager <i>(if applicable)</i>			

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Change Management Approach



Change control helps with the flow of information when it comes to the changes in the Drawdiculous Project. We follow the basic steps of Change Management

1. Change request initiation
2. Change request assessment
3. Change request analysis
4. Change request implementation
5. Change request closure

Definitions of Change

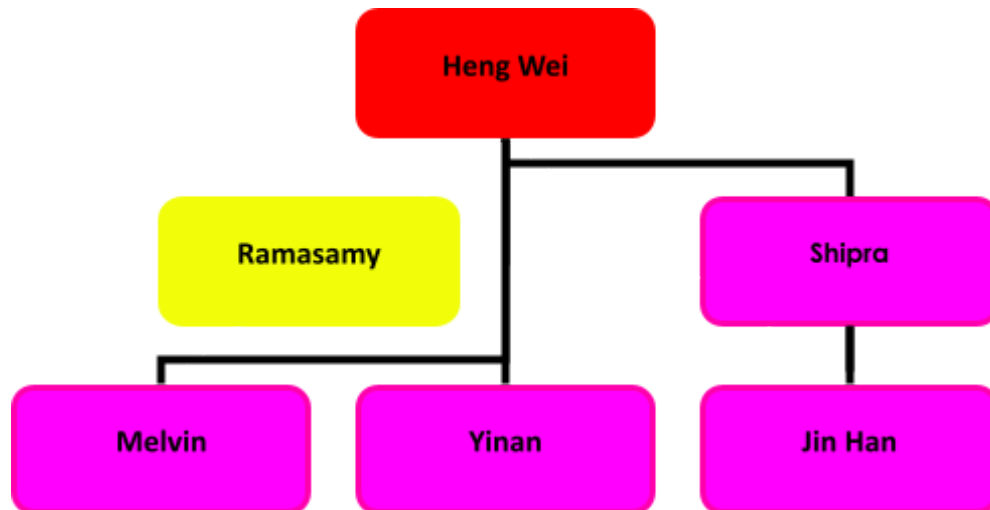
While developing Drawdiculous application, we will decide whether a change is needed depending on the Project's cost, schedule and scope tolerances. For example, if we realise that the extent of designing and development we have planned for the project cannot be met within the given timeframe, then we would need to come up with a change in the project accordingly.

Change type	Change definition
Schedule Change: 	If our Drawdiculous application needs to be finished either earlier or later than planned due to reasons such as change in deadline from the School, other commitments from students, etc.. Then we would call for a schedule change to change the deadlines accordingly.
Budget Change: 	Currently, we have a budget plan in place. The total budget we have planned adds up to \$173825.44 which consists of hardware, software server and other resources. If there is a need for any change in the spending amounts during the course of the project development, then a change process would be triggered to discuss the budget change.

Scope Change: 	<p>We are currently developing this application to benefit the elderly who are at risk of dementia through a multiplayer drawing game which triggers their memory and helps them to recall their past memories in an entertaining way. However, if a need arises to change the scope of our application, then our game functions will have to adjust accordingly as well. In that case, a change process would be triggered.</p>
Project Document Changes: 	<p>If there is any flaw recognized in the critical documents by our team members, then we would come together to go through the changes in the documents and rectify the mistakes.</p>

Change Control Board

Name	Role	Responsibility	Authority
Hengwei	Team Leader	Ensures that the decisions taken are in the best interest of the project.	Has the final say in confirming critical decisions.
Ramasamy	Assistant Team Leader	Ensures that there are no faults and errors related to the decisions.	Need to confirm with the Team Leader before proceeding with the changes.
Rest of the team members	-	Give suggestions and recommendations and trigger a change process anytime during the process of development.	Cannot confirm any key changes unless approved by the team leader.



Change Control Process

These are the detailed steps that we would take during any key changes.

Process step	Description
Change request submittal	Any team member of Drawdiculous can submit a change request based on description, reasons, benefits, costs, impacts, supporting documents, approvals, etc... The change request will be sent to everyone through our Drawdiculous telegram channel where we discuss on how to proceed with it.
Change request tracking	After evaluating the feasibility of the change, the changes would start to get implemented. Our deliverables would be updated either through our Google Drive, Telegram Channel or through our GitHub repository.
Change request review	We would then analyse the change and ensure that it fits our project goals and needs. After the team leader gives the approval, the changes would be considered as implemented.
Change request disposition	We will document the possible statuses that a change can have once it has been reviewed for example, accepted, deferred or rejected.

Change Request Form

Our Change Request Form will follow this format.

Project-

Date:

Requester

Requested change:

Nature of change

Change Analyser:

Components affected:

Associated Components

Change Assessment:

Change Priority:

Change Implementation:

Change Control Board Decision:

Change Implementation:

Quality assurance/testing:

Change Control Meetings

For the Drawdiculous Application, we would hold Change Control Meetings for evaluating changes, creating options, and preparing Change Requests for submission to our Team Leader Hengwei.

We will also document the meetings that will be held to manage changes. For example, this may include meetings to prepare changes for submission.

Include the meeting:

- Frequency of Meetings
- Attendees

- Location – Mostly online through zoom.
- Timings
- Meeting details would be noted down by Melvin who would ensure that all the discussion we made during the meeting are noted down and referred to anytime during the change process.
- Team Leader: Hengwei. Role would be to ensure that all the changes proposed are necessary for our project and follow the Change Management Process stated above.