**Mortgage Happiness Project Governance**

In the project governance we clarify the decision making approach during the project work, identify roles, responsibilities and define how prioritization, control and approval will be completed. (From Babok Guide)

# **Decision making**

Project team members work together to collect all information needed for the decision making.

Project manager participates in the discussion with SMEs and approve group’s decision.

PM also give the final decision, in case of no consensus.

# **Change management**

1. Project Manager and product owner define the change process together

2. Business Analysts defines the elements of the change request document

Change elements that need to be defined:

1. time and cost estimates
2. benefits
3. risks
4. priority
5. courses of action

3. Project team prioritizes the change tasks

4. Project team agree on the change documentation procedure:

Meetings, interviews, decisions are documented on the GitHub.

Project Management tool, Trello is used for task management.

Change documentation will be accessible on GitHub for every stakeholder

5. Project team agrees on change communication plan

Communication will happen through personal meetings with stakeholders monthly.

The final product change will be communicated via internal website to all employee

6. Product owner is responsible for the impact analysis

7. All changes need to be authorized by the product owner

# **Prioritization Approach**

Project Group members discuss how to prioritize. Internal interviews can be taken. They create a prioritization plan.

Importance of a task can be changed weekly.

Tasks’ prioritization criteria are.

1. How much value the task brings?
2. How risky is it?
3. How much does it cost?

# **Approval process**

BA project team needs the following approvals from Management.

Approval from Legal department

Approval for the Business case

Approval for the new business model

Approval for system design

Approval for system architecture

Approval of Minimum viable product

Approval for Testing

Approval for launching

**Further guidelines**

The project needs to be aligned with the Money Park's value, guidelines and regulations.