
HOUSEHUNT CHANGE MANAGEMENT PLAN

Version 1.1
10/08/2021

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Bankata Mishra Spriha, Gupta Suhana	10/07/2021	Tang Kai Wen, Alvin	10/07/2021	First draft
1.1	Bankata Mishra Spriha, Gupta Suhana	10/08/2021	Tang Kai Wen, Alvin	10/08/2021	Added details

UP Template Version: 11/30/06

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1 INTRODUCTION

1.1 PURPOSE OF THE CHANGE MANAGEMENT PLAN

The Change Management Plan documents and tracks the necessary information to effectively manage the changes to the project through the entire phase of development from project inception to delivery.

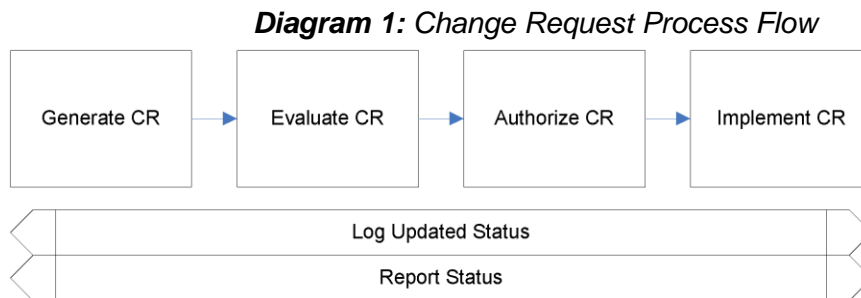
The Change Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

2 CHANGE MANAGEMENT PROCESS

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

2.1 CHANGE REQUEST PROCESS FLOW REQUIREMENTS

The diagram below illustrates the Change Request Process Flow followed by our team for HouseHunt application:



The table below shows the detailed Change Request Process Flow followed by our team for HouseHunt application:

Table 1: Change Request Process Flow

Step	Description
Generate CR	In the event that a submitter or stakeholder issues a change request, the developer or QA engineer is required to fill up a Change Request (CR). Once this is done, the developer or QA engineer must send the form to the Project Manager.
Log CR Status	The Project Manager logs the CR into the CR Log. The CR's status is updated throughout the CR process whenever necessary.

Evaluate CR	The CR is reviewed by the Change Control Board in order to provide an estimated level of effort to process. In order to develop a proposed solution for the suggested change, the Change Feasibility Group can set up a meeting to include the other members of the Project team in the assignment of the CR if required.
Authorize	Approval to move forward with incorporating the suggested change into the final product.
Implement	If approved, make the necessary adjustments to carry out the requested change and communicate CR status to the submitter and other stakeholders

2.2 CHANGE REQUEST FORM AND CHANGE MANAGEMENT LOG

The Change Request Form will contain the following data elements to fully get the details for why the change is being created, by who will the changes be implemented, details of the change and other relevant details for traceability and consistency.

Table 2: Change Request Form

Element	Description
Date	The date the change request was created
CR#	Change request number (assigned by the Change Manager)
Title	A brief summary of the change request
Description	Description of the desired change, the impact, or benefits of a change should also be described
Submitter	Name of the person completing the CR Form and who can answer questions regarding the suggested change
Phone	Phone number of the submitter
E-Mail	Email address of the submitter
Product	The product that the suggested change is referring to
Version	The product version that the suggested change is referring to
Priority	A code that provides a recommended categorization of the urgency of the requested change (High, Medium, Low)
Expected Date	Estimated date/time of completion, if applicable
Approval Status	The state of completion of the CR
PM Sign Off	Project Manager's signature and date
Last Updated	The date which the CR log was updated to include the change and the project plan was modified to include the change

2.3 EVALUATING AND AUTHORIZING CHANGE REQUESTS

A. CHANGE REQUESTS ARE EVALUATED USING THE FOLLOWING PRIORITY CRITERIA:

Table 3: Change Request Priorities

Priority	Description
Critical	CRs that are of critical priority are critical in determining whether a project achieves its desired outcome. If such CRs are not dealt with within the schedule, the project can be delayed and may not complete in time. CRs with critical priority must be addressed first and completed. In general, it should not take longer than a week to gauge the manpower, man-days and cost required to implement a CR of critical priority.

	Some examples of CRs with critical priority include functionalities which achieve core business process requirements and functionalities which maintain or improve data integrity etc.
High	CRs with high priority are key in determining whether a project can be completed smoothly. It should not take between 2 to 3 weeks to gauge the manpower, man-days and cost required to implement such CRs.
Medium	CRs determined to be of medium priority are less urgent than CRs with high and critical priority. They can delay project completion if not attended to. In general, it should take between 3 to 6 weeks to gauge the manpower, man-days and cost required to implement such CRs. Possible CRs of medium priority could include requests that involve optimizing the process workflow.
Low	CRs determined to be of low priority do not directly impact the completion of a project and should only be addressed in the event that there is extra time and budget. In general, it takes more than 6 weeks to gauge the manpower, man-days and cost required to implement such CRs. Possible CRs of medium priority could include requests that do not alter business or functional requirements.

Change requests are evaluated and assigned one or more of the following change types:

Table 4: Change Request Types

Type	Description
Scope	Change affecting scope
Time	Change affecting time
Duration	Change affecting duration
Cost	Change affecting cost
Resources	Change affecting resources
Deliverables	Change affecting deliverables
Product	Change affecting product
Processes	Change affecting process
Quality	Change affecting quality

Change requests are evaluated and assigned one of the following status types:

Table 5: Change Request Status Types

Status	Description
Open	Entered/Open but not yet approved or assigned
Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.
Rejected	CR is rejected due to high risk or not implementable

2.3.1 Change Control Board

- i. The Change Control Board is a formally constituted group of stakeholders responsible for approving or rejecting changes to the project baseline. The members of the Change Control Board for the HouseHunt project are as follows:

Table 6: Change Control Board Roles

Role	Name	Contact	Description
Project Manager	Tang Kai Wen, Alvin	94573869	Approves/Rejects CR
Change Requests Engineer	Bankata Mishra Spriha	85899041	Handles all incoming CRs
Lead Developer	Yong Wen Shiuan	85901196	In charge of CRs that deal with the development side
QA Manager	Bankata Mishra Spriha	85899041	In charge of CRs that involve quality of product

3 RESPONSIBILITIES

Role	Name	Contact	Description
Project Manager	Tang Kai Wen, Alvin	94573869	Approve change requests after identifying any impacts or risks the change request can create.
Change Manager	Bankata Mishra Spriha	85899041	1. Ensure all approved change requests follow the Change Management Plan. 2. Ensure that the implementation of the baseline for audits follows the SCM tools mentioned in Configuration Plan.
Lead Developer	Yong Wen Shiuan	85901196	Identify the impact of change on the system and accordingly approve or reject the changes.

Developers	Suhana Gupta Heng Fuwei, Esmond	98981539	1. Assist the Lead Developer in developing the project based on the requirements and specifications along with other documentation. 2. Implement approved changes to the system
Release Manager	Heng Chor Chen, Sabrina	97352318	Ensure all software change releases are smooth and carried out in a timely manner.
Quality Assurance Manager	Bankata Mishra Spriha	85899041	Ensure all change requests follow the standards set by the project team.

Appendix A: Change Management Plan Approval

The undersigned acknowledge they have reviewed the **HouseHunt Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:



Date: 14/10/21

Print Name: Tang Kai Wen, Alvin

Title:

Role: Project Manager

Signature:



Date: 14/10/21

Print Name: Yong Wen Shiuan

Title:

Role: Lead Developer

Appendix B: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
Project Plan 1.0	Outline the project scope and goals. Provide a Gantt chart for the proposed timeline.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
System Requirement Specification 1.0	Describe the features and specifications of the web application.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
Quality Plan 1.0	Detail the quality standards and metrics of activities related to the project.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
Project Proposal 1.0	Outline the intended features provided by the application for the benefit of end-users.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
Software Maintainability 1.0	Describe the design strategies, pattern, and configuration management tools to be used in the project.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
Configuration Plan 1.0	Outline how to track, record, control, and audit the configuration.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page
Release Plan 1.0	Track and capture features to be implemented in the next release.	http://155.69.100.27/3002s12122_TS7Team5/index.php/Main_Page

Appendix C: Key Terms

The following table provides definitions for terms relevant to this document.

Term	Definition
CR	Change Request
CRF	Change Request Form
CCB	Change Control Board
CML	Change Management Log
SCSE	School of Computer Science and Engineering
SCCB	Software Change Control Board
SDLC	Software Development Lifecycle
QA	Quality Assurance

Appendix D: Change Request Form Example

The example Change Request Form attached below can be used to submit changes during the life of the project.



CDC_UP_Change_Re
quest_Form_Example

Template:

CR #:		Change Request Form HouseHunt	
Submitter: Name		Date: dd/mm/yyyy	
Product: Product Name			
Version: Product Version			
Priority: CR Priority			
Title: Title			
Description: Description of CR			
Submitter Phone Number: Phone Number			
Submitter E-mail: Email			
Approval Status: (For Official Use)			

Example:

CR #: 1001		Change Request Form HouseHunt
Submitter: Bankata Mishra Spriha		Date: 14/10/2021
Product: HouseHunt		
Version: 1.0		
Priority: Medium		
Title: Addition of Chat Functionality		
Description: A chat feature to allow sellers and buyers to contact each other directly.		
Submitter Phone Number: 85899041		
Submitter E-mail: sprihabankata@gmail.com		
Approval Status: Pending		

Appendix E: Change Management Log Template

The detailed Change Management Log template attached below can be used to track and manage requested changes during the life of the project.



CDC_UP_Change_Management_Log_Template

Change Management Log								
HouseHunt								
Team Name: HouseHunt								
Project Manager: Tang Kai Wen, Alvin								
Version: 1.0								
Date Created: dd/mm/yyyy								
Last Updated Date: dd/mm/yyyy								
CR #	Submitter	Estimated Completion Date	Actual Completion Date	Description	Impact Level	Change Type	Status	Priority

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