Document 11: Change Request

Project Name: Food Bank

Date Request Submitted: March 7th, 2022

Title of Change Request: Change weekly meeting day from Thursday to Friday

Change Order Number: 0001A

Submitted by: Janvi Modi

Change Category: Scope Schedule _ Cost Technology_Other

Description of change requested:
In order to have all members of the team present at team meetings, We are requesting to change the weekly meeting day from Thursday to Sunday

Events that made this change necessary or desirable:
Two team member have a class that has submission every Friday. This submission counts towards their final grade and is often very time consuming. Team member want to work on the project on Thursday and are often unable to come for the meetings.

Justification for the change/why it is needed/desired to continue/complete the project:
We are missing out on the valuable input of the team member that is imperative to carry the project ahead

Impact of the proposed change on:
Scope: None ,Schedule: Timeline moved by 2 days every week, Cost: none ,Staffing: Positive, All members will now be able to attend the weekly meetings
Risk: Low. No member have any clashes on Friday.
Other: None

Suggested implementation if the change request is approved: Weekly meetings will be on Friday.

Required approvals:

Name/Title	Date	Approve/Reject
Janvi Modi/Affected Employee	8th March	JM
Anshul Jaiswal/ Project Manager	8th March	AJ

Pr**oject Name:** Food Bank

Date Request Submitted: Feb 24th, 2022

Title of Change Request: Change Name of the proposed NGO

Change Order Number: 0002A

Submitted by: Madhura Dhondye

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Change Category: _Scope_Schedule _ Cost_Technology_Other

Description of change requested:
In order to make the name relatable and more descriptive to users of the service the name of the project should be changed from Roti Bank to Food Bank

Events that made this change necessary or desirable:
Roti is a very popular Indian bread staple to Indian diets. However users of the service may get confused as Roti is not a standard part of American diet .

Justification for the change/why it is needed/desired to continue/complete the project:
It may mislead the users to believe that the service will provide Indian foods when in reality it will only provide food that the organization will receive in donations

Impact of the proposed change on:
Scope: None ,Schedule: None, Cost: none ,Staffing: None, Risk: None.
Other: Documentation, Change names in documents made until now

Suggested implementation if the change request is approved: All future documentations will need to have the new name and all previously done documents will have to be redone with the new name .

Required approvals:

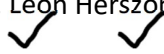| Name/Title	Date	Approve/Reject
Madhura Dhondye	26th Feb	MD
Anshul Jaiswal/ Project Manager	26th Feb	AJ

Project Name: Food Bank

Date Request Submitted: April 25th, 2022

Title of Change Request: Make a Milestone list Document

Change Order Number: 0003A

Submitted by: Prof, Leon Herszon

Change Category: Scope_Schedule _ Cost_Technology_Other

Description of change requested:
In addition to the twelve documents previously listed, prof. Herzon has suggested an addition of the 13th , Milestone list document.

Events that made this change necessary or desirable:.

To Document the project timeline and make sure the project elements are getting done in time instead of rushing all the documents in the end

Justification for the change/why it is needed/desired to continue/complete the project:

This was required to better understand the change management process and how its impacts/influences the project

Impact of the proposed change on:
Scope: Addition of a new document, Schedule: Schedule a time for the group to make the new documents, Cost: none ,Staffing: None, Risk: None.
Other: Documentation, Additional document

Suggested implementation if the change request is approved: Team member will have to regroup at a suitable time before Wednesday, April 27th to make the new document .

Required approvals:

Name/Title	Date	Approve/Reject
Prof. Herszon		
Anshul Jaiswal/ Project Manager	25th April	AJ