

COMMITTEE BOARD MEETING RULES

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Rule 1- Time is fixed

Rule 2- No more equipment is allowed

Rule 3- CR should be analysed before the configuration committee board meeting

Rule 4- Every member should learn about CR before meeting

Rule 5- Project owner should provide the configuration analysis to all the members of the committee

Rule 6- Project owner should briefly present the CR before the members

Rule 7- The members should present his/her own analysis SWOT matrix based on his/her expertise, provide recommendations

Rule 8- If the time is more than one month should be not approved

Rule 9- Only one person can be incorporated on the project

Rule 10- Only CEO can take final decision

Rule 11- CEO must provide the rationale for the approval or disapproval

Rule 12- the project owner should implement only the approved CR's

STEPS FOR TO TREAT CR

- 1- The change request is received by the project owner, he analyses and obtains the configuration items.
- 2- The project owner produces a SWOT matrix based on the CI (Configuration items) and the CR (Change request)
- 3- The project owner prepares a document that includes the CR, the CI, the SWOT matrix and send it to the committee board prior the meeting
- 4- The project owner presents a brief description of the CR, CI and SWOT matrix.
- 5- Each member provides a reasoning about the implications of the CR and related risks based on their experience

CRITERIA TO PRIORITIZE A CR

Example

Quantitative analysis

Strengths – Opportunities	Weaknesses – Threats		Priority
3	2	1	2
4	3	1	3
5	6	-1	5
1	0	1	1
0	1	-1	6
2	2	0	4

Rule A- The CR's with less risks are going to be prioritized first

Rule B- The CR's with more strengths are going to be prioritized first

Rule C- CR's with more strengths than risks are going to be prioritized

Rule D- CR's without Strengths / opportunities should be ranked after those who contain strengths / opportunities

Rule E- The CR's with more benefits are first

Qualitative analysis

Rule A- CR's should be prioritized considering the expertise of project owner

Rule B- Once prioritized the CR's, project owner should compare the qualitative analysis and the

quantitative analysis

Rule C- The CR's with less punctuation should be prioritized because it means that the CR's with less punctuation were consider as a major priority

Rule D- In case of having a tie between CR's, it should be solved by owner project considering the money risks, should be consider fist CR's with less money risk

Below we have an example:

Quantitative analysis

CR's	Strengths – Opportunities	Weaknesses – Threats	Difference	Priority
CR-1	3	2	1	2
CR-2	4	3	1	3
CR-3	5	6	-1	5
CR-4	1	0	1	1
CR-5	0	1	-1	6
CR-6	2	2	0	4

Qualitative analysis

CR's	Priority
CR-1	1
CR-2	3
CR-3	6
CR-4	2
CR-5	5
CR-6	4

Summary of both analysis

CR's	Qualitative	Quantitative	Sum of priorities
CR-1	1	2	3
CR-2	3	3	6
CR-3	6	5	11
CR-4	2	1	3
CR-5	5	6	11
CR-6	4	4	8

Sorting CR's in base of priorities

CR's	Final Priority
CR-1	1
CR-4	2
CR-2	3
CR-6	4
CR-3	5
CR-5	6