

A large change in our project and development has been noticed due to numerous factoring decisions and discussions.

Identify:

- The **type** of change is a complete project/goal/requirement change. A change of plans with the type of product our team will be working on.
- The **reason** for this change is a client decision born out of the fact that one of his lead developers completed our project fully before we had even finished our upskilling phase. Because of this, and being that the project is technically *finished* by our clients standards, we will have to organise a new project
- The **scope** of this is global. Our team will need to re-organise ourselves and discuss new project plans with our client. The requirements for our project and goals should remain relatively similar due to us still programming a voice application with Javascript for blind people.
- Our **current state** is awaiting a meeting on Friday, the 10th to meet with our client for a new project. Our team is currently keeping busy with upskilling and we are meeting with our advisor tomorrow, Thursday the 9th.
- Our **future state** will hopefully be gaining a new project that we can immediately start working on. The bright side of this change is that we have more time to upskill and now

that we should be fully, or near fully versed in voice application programming, once a new project is understood, immediate production can begin.

- Some of the **concepts** for our new project have already been discussed such as a voice application quiz or voice application game however we wish to speak with our client first before anything goes ahead.

Details:

- **Process changes:**

The processes involved throughout the lifecycle of the new project will not have changed from that of the initial project.

- **People Changes:**

There have and will be no changes made to the people involved with the new project, from the old project. The development team and stakeholders will remain the same.

- **Behaviour changes:**

Some behaviour changes that the group may have to adopt will be increasing the work pace. This is due to the new project being proposed late into the semester and close to deliverable dates. Another behaviour that will have to be introduced is increased communication with the client, this is to ensure the new project does not succumb to the same risk as the previous one.

- **Information changes:**

While majority of the information gathered during the planning and upskilling phase is still relevant, there will be some additional information needed in order to progress. This extra information/knowledge required is related to the development on the Alexa platform, as most of the upskilling and planning was based around development on the google home platform only.

- **Cost of change:**

There will be no cost associated to the project change, similarly the project change will have no impact on the currently existing cost estimation document. The amount of time it will take to complete the new project will be relatively the same as the old one, as well as the people and resources used will remain the same.

- **Risk Assessment:**

All of the risks outlined in the initial project will still remain relevant to the new project, with the exception of a few new ones that may have been overlooked (such as the risk that has just occurred - one of the client's lead programmers finishing the project without us).

Approach:

- ***Stakeholder Analysis:***

The stakeholder due to some reasons so that they have to make a change. The old project needs to release as soon as possible, so they let someone with experience finish the project shortly and release it. However, they are still owning many other projects. They won't abandon the team that plans to work on.

- ***Resistance to change:***

As a result of the project not having being started the resistance to change would be really low. Also, upskilling knowledge would not be wasted. Because of the knowledge that the team learned is related to all of the voice development. The things have to change is the team have to deal with a different project using the same skill. Also, the team has to make a change in their project proposal and planning schedule.

- ***Role of change management team:***

There are no changes in any of roles within the management team.

Implement:

- Action Plan:

Task	Person Responsible	Time Frame	Expected Outcome	Staff who will Implement the task
UPDATE PROPOSAL	Team	Under 7 days	Updated proposal document includes every change for the project	Team
CONFIRM WITH THE CLIENT	Team	Under 2 days after the completion of updating proposal	Confirmation from the client	Nikkolas, D.
CHANGE MANAGEMENT PROCESS CLOSURE	Team	Within 2 days after the new proposal confirmation from the client	Execute the new project	Team

- Communication Plan:

Method : Pace to pace meetings

Participants	Contents	Date
Client, Team	Figure out requirements for the changed project	10 May, 2019
Team, Mentor	Confirm the changed project	10 May, 2019
Client, Team	Get assets (i.e. Sounds, Images) from the client	14 May, 2019
Team	Establish a development plan	14 May, 2019

- **Training Plan:**

Because the new project is basically developing a voice application that same as the previous project, no training plan is needed.

- **Biz Systems Plan:**

There are no plan for business systems since the change of the project only affect our small team.

- **Resistance Plan:**

Level	Why they may resist this change	Possible root causes of resistance	Approach for managing resistance
TEAM MEMBER	A team member does not completely understand the new project	- Lack of conversation in team	Run/ execute team meetings
THE CLIENT	The changes does not meet the client's requirements	- Lack of communication between team and the client - Delay of the confirmation of updated proposal	Further meetings with client for team's better understanding of new changes
MENTOR OR MODERATOR	The changes does not meet the minimum requirement of the R&D paper	- Insufficient documents/ information of changes in updated proposal	Rewrite and complete the new version of proposal document until it meets the minimum requirement of the paper

- **Transition Management:**

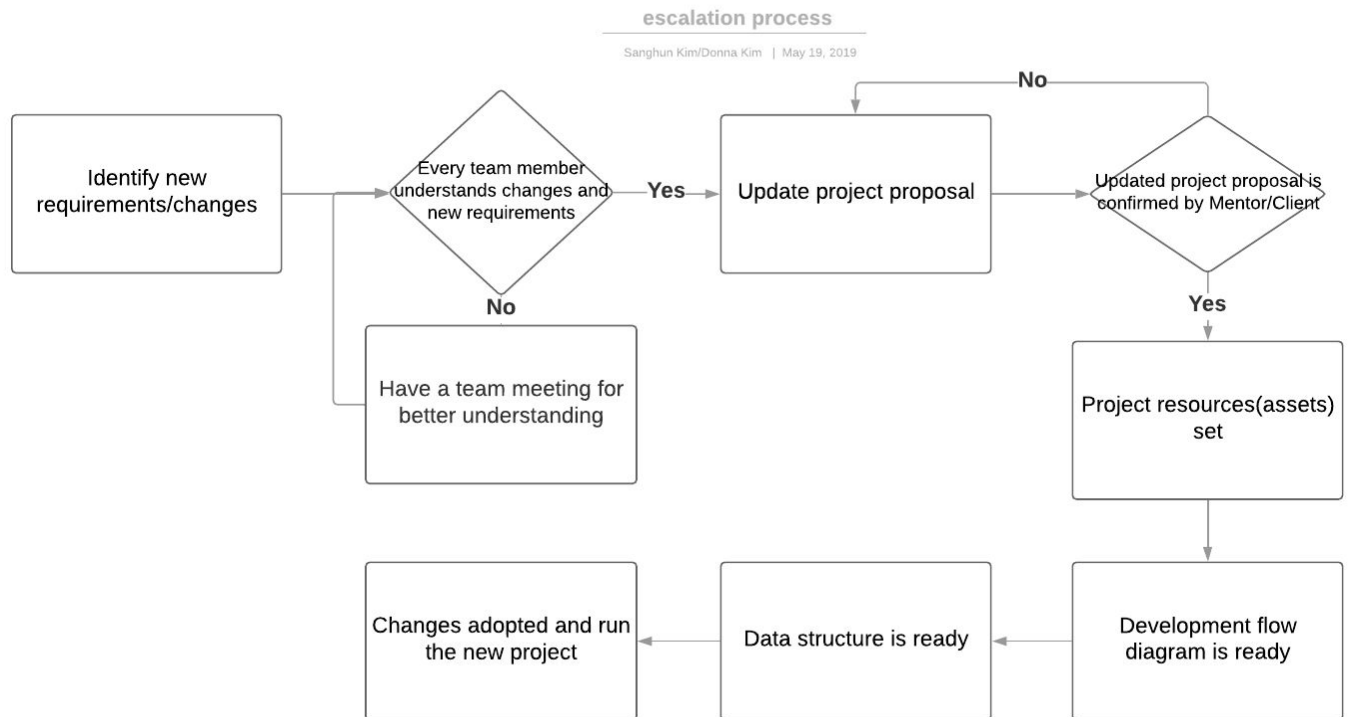
Schedule	Task
10.05.2019	Identify new requirements/changes
11.05.2019	Update project proposal

14.05.2019	Project resources(assets) set
14.05.2019	Establish a development plan for changed project
15.05.2019	Changes adopted and run the new project

- **Readiness Review:**

The team is fully prepared to proceed a new project since the skillset for the new project is the same as the previous one.

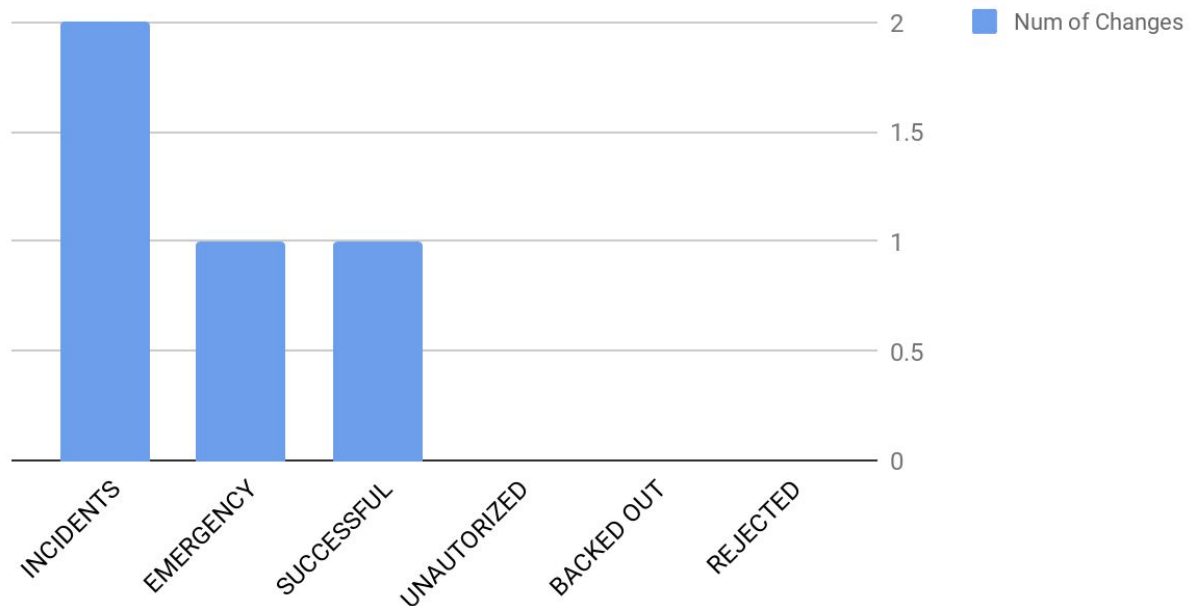
- **Escalation Process:**



Monitor:

- *KPI reporting:*

KPI for Change Management



- *Sensing(Behavior):*

Phase 1 - Identify new requirements/ changes	
Every team member understands changes and new requirements	Yes
New Requirements and Changes confirmed by Mentor	Yes
New requirements and changes agreed by all team members	Yes
Phase 2 - Update project proposal	
Project proposal is updated based on the changes	Yes
Updated project proposal is confirmed by Mentor	On going
Updated project proposal is confirmed by the client	On going
Phase 3 - Project resources(assets) set	
Required assets are prepared	Yes

Phase 4 - Establish a development plan for changed project	
Development flow diagram is ready	Yes
Data structure is ready	Yes
Phase 5 - Changes adopted and run the new project	
Changes adopted by stakeholders	Yes
Execute the changed/new project	Yes

- ***Management Review:***

Since the client has developed and completed what was assigned to the team, the subject of the project changed. From this change, new requirements were given by the client and under those requirements, project proposal was updated by team. The changes are successfully adopted, however, delays in progress of the project could be found from the mid project review because the changes were made in the late of the project timeline.