**EASiCab**

Change Management Plan

**Version 0.1**

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Purpose

The Change Management Plan establishes how changes will be proposed, accepted, monitored, and controlled. The change control procedures identified in the Change Management Plan will govern changes to the baseline project scope including changes to the work breakdown structure and requirements from project inception through to completion. In addition, the change control procedures will govern changes to the baseline schedule and cost. This Change Management Plan addresses the following activities:

* Identification and inventory of change requests
* Analysis and documentation of the complete impact of requested changes
* Approval or rejection of change requests
* Tracking changes and updating of project documentation to account for approved changes

Procedures for Change Identification

Any project team member can submit a change request to the Project Manager. When the need for a change to the approved baseline is identified, the change will be clearly defined using the Change Request Form (See Attachment A: Change Request Form).

* The Requestor completes Section 1 of the Change Request Form and submits it to the Project Manager for review.
* The Project Manager records the request in the Change Control Log (Attachment B: Change Control Log) and assigns a change request number to the change request.

Procedures for Change Analysis

* The Project Manager will assign a project team member to complete Section 2 of the Change Request Form, which details the work to complete the change and the impact of the change to the project and deliverables.
* The Project Manager will determine if the request is viable and decide whether the request merits consideration by the Project Sponsor, Executive Sponsor.

Change request approval process

* When the impact of the change has been recorded, the Project Manager forwards the Change Request Form to the Project Sponsor, Executive Sponsor, for acceptance or rejection.
* The Project Sponsor, Executive Sponsor will review the change request and indicate their decisions by completing Section 3 of the Change Request Form and returning it to the Project Manager.
* If approved, the Project Manager will update the appropriate project documentation to reflect the change. For example, if the scope is changed, the Project Scope Statement should reflect the updated scope. Corresponding contract modifications may also be required if the approved change impacts the contractual scope, schedule, costs, or other terms.
* If rejected, the Project Manager will update the Change Control Log.

Change tracking

* The Project Manager will maintain a master log of all change requests and the resolution of each request. All requests will be maintained in a Change Control Log.
* For approved changes, the Project Manager will complete Section 4 of the Change Request Form to indicate completion of project document updates and will file the form with other project artifacts.

Attachment A: Project Change Request Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Information** | | | | | | | | |
| **Project Title: EASiCab** | | | | **Project Number:** | | | | |
| **Project Manager:** | | | | | | | | |
| **Section 1: Change Request** | | | | | | | |
| **Requestor Name:**  **Requestor Phone:** | | | **Date of Request:** | | **Change Request Number:** | | |
| **Item to be Changed:** | | | | | **Priority:** | | |
| **Description of Change:** | | | | | | | |
| **Estimated Cost & Time:** | | | | | | | |
| **Section 2: Change Evaluation** | | | | | | | | |
| **Evaluated by:** | | | | **Work Required:** | | | | |
| **What is Affect:** | | | |
| **Impact to Cost, Schedule, Scope, Quality, and Risk:** | | | | | | | | |
| **Section 3: Change Resolution** | | | | | |  |
| **Accepted/Rejected:** | | **Approved by (Print):** | | **Signature:** | | **Date:** |
| **Comments:** | | | | | | |
| **Section 4: Change Tracking** | | | | | |  |
| **Completion Date:** | **Completed by (Print):** | | | **Signature:** | | **Date:** |
|  | | | | | | |

Attachment B: Change Control Log

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Information** | | | | | | | | | | |
| **Project Title:** | | | | | | **Project Number:** | | | | |
| **Project Manager:** | | | | | | | | | | |
| **Change Number** | **Description of Change** | | **Priority** | **Date Requested** | **Requested By** | | **Status**  **(Evaluating,**  **Pending,**  **Approved,**  **Rejected)** | **Date Resolved** | **Resolution/**  **Comments** |
| 01 | |  |  |  |  | |  |  |  |
| 02 | |  |  |  |  | |  |  |  |
| 03 | |  |  |  |  | |  |  |  |