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Asia Pacific College

School of Computing and Information Technologies

**Change management plan**

**SPOT**

**Spot**

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**INTRODUCTION**

The change management plan was created for spot in order to determine how changes are going to be managed, what defines a change in Spot, the purpose and role of the change control board and the whole change management process. All stakeholders that is connected to Spot will be expected to submit or request changes to the projects following this change management plan and all request and submissions will follow the detailed process indicated in this plan

**CHANGE MANAGEMENT APPROACH**

The change management approach for Spot will make sure that the proposed changes for the project is stated, reviewed and agrees upon by the people who are concerned so that they can be properly implemented and informed to all stakeholders. This approach will ensure that the changes in within the project scope are reviewed, approved and implemented.

The change management approach is not interchangeable with the change management process which will be stated later in the plan. The change management approach consists of three areas:

• Ensure changes are within scope and beneficial to the project

• Determine how the change will be implemented

• Manage the change as it is implemented

The change management process is created to make sure that the approach is followed for all possible changes. With this approach and methodology, the Spot project team will prevent unnecessary changes like changes that are out of the project scope to occur and focus on the changes that are beneficial to the project.

**DEFINITIONS OF CHANGE**

The kinds of change that can be requested to be added for the project Spot depends on the type of the change, the change of the documentation and the relation of these changes will be requested to include any approved changes into the project plan and makes sure that the all the stakeholders are notified. These includes the following:

* Scope changes: these changes are necessary and will have a huge impact on the whole project which may include new requirements and features that are not present in the previous project plan. These changes may result to the change of the whole project documentation.
* Documentation changes: these changes occur for the consistency of the whole document, as new features are being requested and added the more the whole document must change. The changes in the document includes the diagrams and some parts of the documents.

The project manages will make sure that all stakeholders will be informed if changes are approved. Additionally, these changes should appear in the project document and these updated document must be presented to the stakeholders

**CHANGE CONTROL BOARD**

The change control board is the one who approves the changes that have been requested in relation to the Spot project. The purpose of this board is to review all requests and determine their impact to the project includes the risks, costs and the schedule, they are also the ones who will deny or accept this requests. The chart below is the list of the members of the change control board for the Spot project

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **CCB Role** |
| Gianca Almoro | Project Manager/Project Developer | CCB Chair |
| Benedict Agno | Project Analyst | CCB member |
| Jejomar Politico | Quality Assurance | CCB member |

The change requests are submitted to the project manager of Spot then the project manager will take note of the requests and the CCB will review the requests. For the approval of the requests all CCB members must agree and vote in favor.

**ROLES AND RESPONSIBILITIES**

The following are the roles and responsibilities for all change management activities that are related to the Spot project

Project manager:

* Approve all the changes to the documentation
* Approve all changes in the scope
* Chairs the change control board
* Receives the requests

Project analyst

* Logs the change requests
* Makes the document revision
* Conducts the assessment of the impact pf the changes

Quality Assurance

* Submits the change requests
* Provide feedback on the impact of the changes
* Participate on CCB

**CHANGE CONTROL PROCESS**

The change control process for Spot will follow standards that have been established in the organization for the project. The project manager has the overall responsibility in implementing the change in the management process for each requests.

1. Identify the change requests – the one who requested will submit a form to the project manager
2. Log the change requests – the project manager will take note of the change requests.
3. Evaluate the change – the team will assess the impact of the change requests in different aspects of the project starting from the schedule, the scope and the documentation
4. Submit change requests assessment – after the analysis, the project manager will review the assessment conducted by the team
5. Create the decision on the request – the CCB will discuss if the change will be accepted or not
6. Implement change – if the change is approved the project manager will instruct the people who are assigned to change the necessary things needed to be updated.