**Change Request Document**

**Project Name: De-Light Initiative**

**Date Request Submitted:** 03/02/2022

**Title of Change Request:** Add Milestones to the Schedule

**Change Order Number:** 0001

**Submitted by**: Prof. Herszon

**Change Category:** Schedule

**Description of change requested:**

The scheduler needs to have few set milestones within it to measure the progress of the project. A milestone report needs to be created.

**Events that made this change necessary or desirable:**

Prof. Herszon submitted an additional requirement within the project.

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

Milestones are needed to measure the progress of the project. The milestones are part of the project phase hence, schedule needs to be modified to include the milestones and a separate milestone report should be created to describe the set milestones.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 2 additional hours for 2 team members **Cost:** $40

**Staffing:** One volunteer would add the milestones within the scheduler to measure progress.

**Risk: Low** This change will require adding few changes in the schedule.

**Other:** None

**Suggested implementation if the change request is approved:** Team needs to add milestone within the schedule of the project to measure progress.

**Required approvals: Prof. Herszon & Harshal Utekar.**

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| Name / Title | Date | Approve / Reject |
| Harshal Utekar / Project Manager | 04/15/2022 | Approve |
| Prof. Herszon / Client | 03/02/2022 | Approve |

**Change Request Document**

**Project Name: De-Light Initiative**

**Date Request Submitted:** 02/16/2022

**Title of Change Request:** Remove sub-levels of Laws from the WBS

**Change Order Number:** 0002

**Submitted by**: Project Manager

**Change Category:** WBS

**Description of change requested:**

The sub-levels: in-process laws and existing laws need to be removed and put up as activities. Modify the WBS to have the work package as Laws.

**Events that made this change necessary or desirable:**

Discussion with Prof. Herszon led to the decision of having Laws as work package, to cut too many details from the WBS.

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

Too many details within the WBS made the WBS more complicated.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1 reduced hour per person **Cost:** $20

**Staffing:** A team volunteer will modify the WBS with the requested change.

**Risk: Low** This change will require removing additional work packages within the Laws sub-level.

**Other:** None

**Suggested implementation if the change request is approved:** Team needs to remove the ‘in-process’ and ‘existing’ laws work packages and make ‘Laws’ as the work package.

**Required approvals: Prof. Herszon & Harshal Utekar.**

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| Name / Title | Date | Approve / Reject |
| Harshal Utekar / Project Manager | 02/17/2022 | Approve |
| Prof. Herszon / Client | 02/16/2022 | Approve |

**Change Request Document**

**Project Name: De-Light Initiative**

**Date Request Submitted:** 04/16/2022

**Title of Change Request:** Modify the Requirement matrix with Code names.

**Change Order Number:** 0003

**Submitted by**: Project Manager

**Change Category:** Requirement Matrix

**Description of change requested:**

The requirements matrix should only have the code names for each requirement rather than the whole requirement.

**Events that made this change necessary or desirable:**

Reviewing the requirement document led to realization of the code name inclusion in matrix in place of the full description of requirement.

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

Requirement matrix looks too shabby with the whole requirements listed within it. Code names keeps the requirement matrix clean and easy to understand the matrix.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 3 additional hours for the project **Cost:** $40

**Staffing:** Two team volunteers will work on the specified modifications to include code names in the requirement matrix.

**Risk: Low. This change will modify the requirement matrix and make it easy to read and understand.**

**Other:** None

**Suggested implementation if the change request is approved:** Team needs to remove the full descriptions of the requirements from the requirement matrix and input code names of the requirements in the matrix.

**Required approvals: Harshal Utekar.**

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| Name / Title | Date | Approve / Reject |
| Harshal Utekar / Project Manager | 04/16/2022 | Approve |

**Change Request Document**

**Project Name: De-Light Initiative**

**Date Request Submitted:** 04/1/2022

**Title of Change Request:** Modify the Risk matrix probability and impact for identified issues.

**Change Order Number:** 0004

**Submitted by**: Project Manager

**Change Category:** Risk Matrix

**Description of change requested:**

The risk matrix needs to be modified for the probability and impact factor for the identified risks that occurred as an issue.

**Events that made this change necessary or desirable:**

When documenting issues faced during the project phase, issues that were previously identified as potential risks came into light. Thus, increasing their probability and impact to have a genuine understanding of impact and probability of that risk.

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

When a potential risk has occurred as an issue, it is necessary to modify the probability of the risk happening to a maximum as the issue has occurred.

**Impact of the proposed change on:**

**Scope:**  **Schedule:** 1 additional hours for the project **Cost:** $10

**Staffing:** One team volunteer will work on the specified modifications to update the probability and impact in the risk matrix

**Risk: Low. This change will attribute towards a true risk matrix based on the occurrence of issues.**

**Other:** None

**Suggested implementation if the change request is approved:** Team needs to update the probability and impact for the risks that occurred as an issue within the Risk matrix.

**Required approvals: Harshal Utekar.**

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| Name / Title | Date | Approve / Reject |
| Harshal Utekar / Project Manager | 04/01/2022 | Approve |