**Project Change Management Plan**

**Shrine of the Five Wounds: A web-based Church Request Management System**

**ASIA PACIFIC COLLEGE**

**3 Humabon Place, Magallanes**

**Makati City, 1232**

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# Introduction

The change management strategy includes a structured procedure for proposing, assessing, and authorizing alterations. This procedure is shared with all stakeholders, who are urged to submit their change requests. The project team evaluates these requests, considering their potential effects on the project's timeline, budget, and standards. Once approved, changes are methodically incorporated.

The successful implementation of any project, such as the “SHRINE OF THE FIVE WOUNDS: A WEB-BASED CHURCH REQUEST MANAGEMENT SYSTEM”, relies on having a well-structured change management plan in place. This plan establishes a systematic framework for identifying, evaluating, and executing changes that may occur throughout the project. It guarantees that all modifications undergo thorough assessment, remain within the project's defined scope, and are effectively communicated to stakeholders.

# Change Control Board

Below is a concise overview of everyone serving on the board:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change Control Board Role** | **Role** | **Name** | **Contact** | **Responsibilities** |
| **Change Control Board Chair** | Project Sponsor | Princess Malatag | [fivewoundsshrine@yahoo.com](mailto:fivewoundsshrine@yahoo.com) | * Provide overall guidance and direction as the Project Sponsor * Ensure effective decision-making processes |
| **Change Control Board Role** | Project Adviser | Alvin Limpin | [alvinl@student.apc.edu.ph](mailto:alvinl@student.apc.edu.ph) | * Offer expertise and advice as the Project Adviser |
| **Change Control Board Member** | Project Manager | Bon Gryan Daggao | [bsdaggao@student.apc.edu.ph](mailto:bsdaggao@student.apc.edu.ph) | * Oversee project execution and progress as the Project Manager * Review proposed changes and their impacts on the project |
| **Change Control Board Member** | Change Coordinator | Kimberly Ann Altea, Vince Edward Tan | [kealtea@student.apc.edu.ph](mailto:kealtea@student.apc.edu.ph), [vmtan@student.apc.edu.ph](mailto:vmtan@student.apc.edu.ph) | * Manage communication and implementation of approved changes as Change Coordinator * Monitor the impact of changes on project timelines and resources. * Coordinate with stakeholders to ensure smooth implementation. |

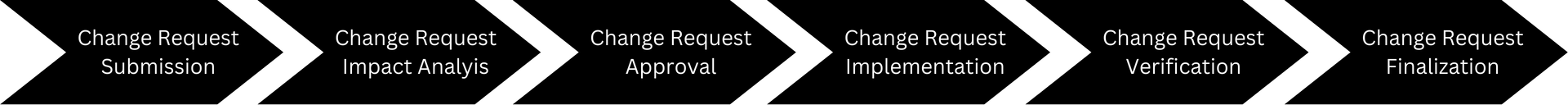
# Roles and Responsibilities

The following defines the specific roles and responsibilities of everyone involved in the change management process:

|  |  |  |
| --- | --- | --- |
| **Name** | **Project Role** | **Responsibilities** |
| Princess Malatag | Project Sponsor | * Make sure that all major requests are handled promptly by keeping an eye on all change requests submitted during the project. * Observe how the Project Manager responds to requests with little impact. * Provide a change request if deemed to be necessary. * Verify that the reports and change request log are in line with the changes. |
| Bon Gryan Daggao | Project Manager | * Provide a change request if deemed to be necessary. * Verify that the reports and change request log are in line with the changes. * Determine which change requests have a low and high impact by performing impact evaluations for every request submitted. This will help the Project Sponsor when deciding which high-impact requests to approve. * Work with the Change Coordinator to oversee the entire change request process. |
| 6SENSE Team | Internal User of the System | * Provide a change request if deemed to be necessary. * Verify that the reports and change request log are in line with the changes. |
| Shrine of the Five Wounds Staff | External User of the System | * Provide a change request if deemed to be necessary. * Verify that the reports and change request log are in line with the changes. |
| Shrine of the Five Wounds Users | External User of the System | * Provide a change request if deemed to be necessary. * Verify that the reports and change request log are in line with the changes. |
| Development Team | System Developers | * Put the change request action plan's technical aspect into action. * Verify that the reports and change request log are in line with the changes. |

# Change Control Process

The Change Management process provides an organized and effective way to monitor all changes to the project's foundations, including the delivery, coordination, review, assessment, classification, and approval for release. The team's change request (CR) process flow is shown in the diagram below.



1. Change Request Submission - The change requestor will send the project manager a completed change request form.
2. Change Request Impact Analysis - Once the request has been received, the project manager will assess its impact, deciding if it is high or low, based on the scope, schedule, budget, and quality. Based on this analysis, the project manager will then decide what needs to be done.
3. Change Request Approval - After the project manager's analysis, the change request will be reviewed by the project sponsor, who will then decide whether to approve or deny it based on the project manager's impact analysis and recommendation.
4. Change Request Implementation - After the plan of action is complete, the project manager will discuss it with the team, assign tasks to them, and make any necessary updates to the budget, schedule, and project plan.
5. Change Request Verification - The Project Manager verifies the implementation of the change and reports back to the Change Control Board.
6. Change Request Finalization - The team and stakeholders will receive the final Change Status Report from the Change Coordinator.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

Princess Malatag

Parish Secretary