

CHANGE REQUIREMENT

**Version1.0**

**Nhan Pham**

**20/06/2020**

**VERSION HISTORY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | Nhan Pham | 20/06/2020 |  |  | Create document change requirement v1.0 |
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Table of Contents

[1. Introduction 3](#_Toc25760486)

[1. Purpose of The Change Management Plan 3](#_Toc25760487)

[2. Change management Process 3](#_Toc25760488)

[1. Change Request Process Flow Requirements 3](#_Toc25760489)

[2. Change Request Form and Change Management Log 4](#_Toc25760490)

[3. Evaluating and Authorizing Change Requests 4](#_Toc25760491)

[4. Change Control Board 4](#_Toc25760491)

[3. Responsibilities 5](#_Toc25760493)

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# Introduction

## Purpose of The Change Management Plan

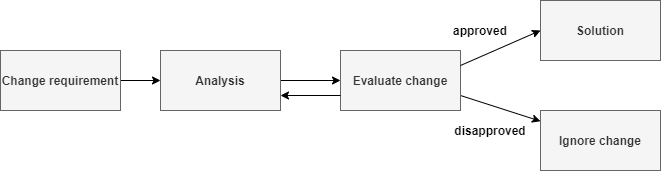
The Change Management actual document and tacks the necessary information required to effectively manage project change from project inception to release.

# Change management Process

The Change Management process establishes an orderly and effective procedure for tracking change requirement, analysis, evaluate change, solution and ignore change.

## Change Request Process Flow Requirements

|  |  |  |
| --- | --- | --- |
| **Step** | **Role** | **Description** |
| Change requirement | Customer |  |
| Analysis | PM – Leader |  |
| Evsluate change | Develop team |  |
| Solution |  |  |
| Ignore change |  |  |



## Change Request Form and Change Management Log

|  |  |
| --- | --- |
| **Element** | **Description** |
| Date | The date the CR was created |
| CR# | Assigned by the Change Manager |
| Title | A brief description of the change request |
| Description | Description of the desired change, the impact, or benefits of a change should also be described |
| Submitter | Name of the person completing the CR Form and who can answer questions regarding the suggested change |
| Phone | Phone number of the submitter |
| E-Mail | Email of the submitter |
| Product | The product that the suggested change is for |
| Version | The product version that the suggested change is for |
| Priority | A code that provides a recommended categorization of the urgency of the requested change (High, Medium, Low) |

## Evaluating and Authorizing Change Requests

Change requests are evaluated using the following priority criteria:

|  |  |
| --- | --- |
| **Priority** | **Description** |
| High | Discussion and evaluation team |
| Medium | Discussion and evaluation team |
| Low | Discussion and evaluation team |

Change requests are evaluated and assigned one or more of the following change types:

|  |  |
| --- | --- |
| **Type** | **Description** |
| Scope | Change affecting scope |
| Time | Change affecting time |
| Duration | Change affecting duration |
| Cost | Change affecting cost |
| Resources | Change affecting resources |
| Deliverables | Change affecting deliverables |
| Product | Change affecting product |
| Processes | Change affecting process |
| Quality | Change affecting quality |

Change requests are evaluated and assigned one of the following status types:

|  |  |
| --- | --- |
| **Status** | **Description** |
| Open | Entered/Open but not yet approved or assigned |
| Work in Progress | CR approved, assigned, and work is progressing |
| In Review | CR work is completed and in final review prior to testing |
| Testing | CR work has been reviewed and is being tested |
| Closed | CR work is complete, has passed all tests, and updates have been released. |

## Evaluating and Authorizing Change Requests

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Description** |
|  |  |  |  |
|  |  |  |  |

# Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Description** |
|  |  |  |  |
|  |  |  |  |