HACETTEPE UNIVERSITY

DEPARTMENT OF COMPUTER ENGINEERING

BBM 487 SOFTWARE ENGINEERING LAB

CHANGE MANAGEMENT REPORT

Özdeş Öztürk	Ekin Kandemir	Kadir Bulut
21228635	21228434	21228137

Library Book Loan System(LBLS)
Change Management Report

1 Introduction

Since it is not possible to maintain a long process without any kind of changes, these changes have to be reported to integrate them into the further parts of the related project. Therefore, this document states the change/configuration management processes of our software project. As it is inevitable to make these changes, the most common reasons of these changes are some unexpected problems or planned enhancements on the project itself and these changes on any part of the project automatically affects the other parts since all these parts are fully integrated with each other.
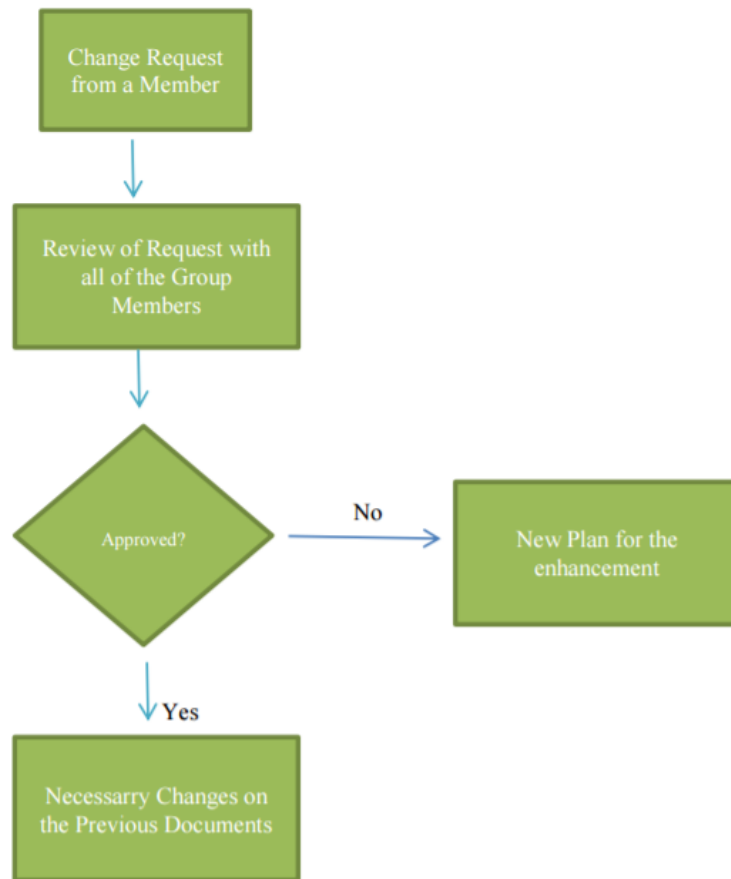
2 Roles and Responsibilities

At the beginning phase of our project, while we were defining the main roles and responsibilities, our decision was making the issues about change management a group decision since these changes will have an impact on all the members' individual works as well as the planned future work of the group. So in our group every member has right to express their thought when they are not comfortable with working in a method, with a particular technical product etc. so that the group will get together and discuss the possible enhancements and configurations.

3 Changing Process

Even though change is inevitable, it comes with further work considering how all the parts of the software project are integrated. The decision has to be made by considering these further configurations on other parts of the project and there has to be some basic guidelines to direct the members of the group for this decision. Considering all these conditions, here is a simple diagram of our Change Management Process:

4 Change Request Format

As stated, a members request about any kind of a change will be evaluated by all of the members but the member has to come with concrete, understandable and sensible reasons. Therefore, every member should express their opinions based on the following set of information so that other members will have a better understanding of the problem, how the other parts of the project may be affected by this change and how will their key responsibilities change according to these changes:

Reason of Change: The member should give a brief and precise information about the main reasons lead them to this change request. The member should be honest and as explanatory as possible considering this change will affect the further work of their group mates.

Affected Parts: The member should explain which parts of the project will be affected if the change requested by them will be approved and suggest ways of handling with these changes so that other members will evaluate this request in a more accurate way by knowing the changes on their main roles.

Planned Time Period for Each Change: The member should state how long would this change take as well as every single change it may lead so that the evaluation will be done by considering this vital point.

5   Applied Changes

According to the plans we stated in the previous sections, when a change needed to be done, the related member informed other members according to the plans stated in these sections. As our software developer, Kadir stated that he will not be able to create a database in his oracle account so as a group we discussed together and decided to use MySQL database. This change was also affecting other members' work since it affects the designing process too. Another change we decided was constructing a web application instead of a desktop application. Other than these, there has not been a huge change about the content of the processes. Since we constructed and designed some parts for the sake of better understanding some developmental stages, there has been slight changes on these parts after being more aware of each developmental stage and implementation and therefore, we have completed our project with small changes but we still sticked to the change management report we constructed even more the slightest changes.