*COBWeb*

Change Management PLAN

Version <1.0>

09/26/2021

VERSION HISTORY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Version #** | **Implemented**  **By** | **Revision**  **Date** | **Approved**  **By** | **Approval**  **Date** | **Reason** |
| 1.0 | *Ethan Grimes* | *09/24/2021* | *Audrey Sholiton* | *09/24/2021* | *The initial change management plan.* |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

TABLE OF CONTENTS

[1 Introduction 5](#_Toc133654187)

[1.1 Purpose of The Change Management Plan 5](#_Toc133654188)

[2 Change management Process 4](#_Toc133654189)

[2.1 Change Request Process Flow Requirements 4](#_Toc133654190)

[2.2 Change Request Form and Change Management Log 5](#_Toc133654191)

[2.3 Evaluating and Authorizing Change Requests 5](#_Toc133654192)

[2.3.1 Change Control Board 6](#_Toc133654193)

[3 Responsibilities 6](#_Toc133654194)

[Appendix A: Change Management Plan Approval 6](#_Toc133654195)

[Appendix B: Change Request Form 7](#_Toc133654198)

[Appendix C: Change Management Log 7](#_Toc133654199)

# Introduction

## Purpose of The Change Management Plan

This Change Management Plan will document and track all change requests, inquiries, and changes throughout the duration of project development.

# Change management Process

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project’s baselines.

## Change Request Process Flow Requirements

|  |  |
| --- | --- |
| **Step** | **Description** |
| Generate CR | A submitter completes a CR Form and sends the completed form to the Change Manager |
| Log CR Status | The Change Manager enters the CR into the CR Log. The CR’s status is updated throughout the CR process as needed. |
| Evaluate CR | Project personnel review the CR and provide an estimated level of effort to process, and develop a proposed solution for the suggested change |
| Authorize | Approval to move forward with incorporating the suggested change into the project/product |
| Implement | If approved, make the necessary adjustments to carry out the requested change and communicate CR status to the submitter and other stakeholders |



## Change Request Form and Change Management Log

|  |  |
| --- | --- |
| **Element** | **Description** |
| Date | The date the CR was created |
| CR# | Assigned by the Project 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 |
| 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 | *High priority CR assigned to requests that are urgent and detrimental to the development and rollout of the final product.* |
| Medium | *Medium priority CR assigned to requests that are to be completed with some urgency.* |
| Low | *Low priority CR assigned to requests that can be completed within a timely manner without a sense of urgency.* |
| *Priority* | *A priority is any request that addresses a need that must be added to the final product with certain urgency.* |

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. |

### Change Control Board

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Description** |
| *Sponsor* | *Dr. Robert Barker* | *Robert.barker2@louisville.edu* | *Main Project Sponsor* |
| *Sponsor* | *Dr. James Chrisman* | david.chrisman@louisville.edu | *Main Project Sponsor* |

# Responsibilities

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name** | **Contact** | **Description** |
| *Project Manager* | *Audrey Sholiton* | [a0shol01@louisville.edu](mailto:a0shol01@louisville.edu) | *Will have final approval of CR.* |
| *Project Co- Manager* | *Dustin Hubrich* | [dchubr01@louisville.edu](mailto:dchubr01@louisville.edu) | *Will relay decision of CR to CCB.* |

Appendix A: Change Management Plan Approval

The undersigned acknowledge they have reviewed the *COBWeb* **Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
| Print Name: |  |  |  |
| Title: |  |  |  |
| Role: |  |  |  |

Appendix B: Change Request Form



Appendix C: Change Management Log

