CMPT 371 Team 3 Requirements Changes Procedure

Client to Developer Changes

1. Luxsonic will contact the Project Manager with requests for changes or new features identifying:
    a. A clear definition of the change, and a reason for the change.
    b. Which Incremental Deliverable this change or feature should be applied to.
    c. What this change should take priority over (that is, what the work on this change should defer or replace within the project)
2. The Project Manager will consult with the team leads to discuss the change, the cost of the change, any risks the change will introduce and required modifications to the schedule.
3. The Project Manager will compile a summary of the team's findings, along with an approval, rejection or deferral of the change, and deliver it to Luxsonic.
    a. If the change is approved, the change will be recorded in the relevant project documentation and applied to the project going forward.
    b. If the change is rejected, Luxsonic may request the change again after substantially modifying its request (eg. altering the scope, schedule or priority of the change).
    c. If the change is deferred, it will be applied to the project under specific circumstances to be agreed upon between Luxsonic and the Project Manager.

Developer to Client Changes

1. The Project Manager will contact Luxsonic with requests for changes identifying:
    a. A clear definition of the change, and a reason for the change.
    b. Which Incremental Deliverable this change or feature should be applied to.
    c. The plan the team has for implementing this change
2. Luxsonic will evaluate the request and deliver an approval or rejection to the Project Manager.
3. If the change is approved, the change will be recorded and applied to the project.