PROJECT CHANGE MANAGEMENT PLAN
CHUBBY GOURMET'S E-COMMERCE WEB APPLICATION

HIGHTABLE

PROJECT DOCUMENTATION SUBMITTED TO THE FACULTY OF THE SCHOOL OF COMPUTING AND INFORMATION TECHNOLOGIES

ASIA PACIFIC COLLEGE

**IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR PROJECT MANAGEMENT
PROJMAN**

BY
GIANNA BERNICE R. ARTAJOS
MARCUS PHILIP L. FLORES
JOHN RYSAL C. ROSEL
LESTER DAVE M. SALAZAR

TABLE OF CONTENTS

INTRODUCTION

The Chubby Gourmet's E-Commerce Web Application was created for the group's chosen client which is Ms. Priscilla Mariano in order to help solve certain problems found within her current system of her local food business. Everyone involved in the development of the project must request changes to the group HighTable in accordance with this Change Management Plan and all requests and submissions will follow the process detailed herein.

CHANGE CONTROL BOARD

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the IS Project. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, scope, cost, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the IS Project:

Name	Position
Mr. Jose Eugenio Quesada	PROJMAN Professor
Ms. Jo Anne de la Cuesta	Project Advisor
Ms. Priscillia Mariano	Client

As change requests are submitted to the IS Project Manager by the project team/stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every other Friday to review all change requests. For a change request to be approved, all CCB members must vote in favor. In the event more information is needed for a particular change request, the request will be deferred and sent back to the requestor for more information or clarification. If a change is deemed critical, an ad hoc CCB meeting can be called in order to review the change prior to the next scheduled bi-weekly CCB meeting.

ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities for all change management efforts related to the IS Project:

PBL Head:

- Approve all changes to schedule baseline
- Approve any changes in project scope
- Head of the CCB

Advisor:

- Receive and log all change requests from scrum master
- Review preliminary risk, cost, schedule, scope analysis proposed by Scrum Master before

CCB

- Seek clarification from change requestors on any open issues or concerns
- Review documentation revisions/edits as necessary for all approved changes
- Participate of CCB

Scrum Master:

- Submit all change requests on standard organizational change request forms
- Propose/Provide all applicable information and detail on change request forms
- Be prepared to address questions regarding any submitted change requests
- Provide feedback as necessary on impact of proposed changes

CHANGE CONTROL PROCESS

The Change Control Process for the Chubby Gourmet's E-commerce Web Application will follow the organizational standard change process for all projects. The Scrum Master has overall responsibility for executing the change management process for each change request.

1) Identify the need for a change (Scrum Master) – Change requestor will submit a completed change request form to the project manager.
2) Log change in the change request register (Scrum Master) – The Scrum Master will also keep a log of all submitted change requests throughout the project's lifecycle.
3) Evaluate the change (Project Advisor, PBL Head, Scrum Master) – The PBL head will conduct a preliminary analysis on the impact of the change to risk, schedule, and scope and seek clarification from both the project advisor and HighTable members.
4) Submit change request to CCB (Scrum Master) – The Scrum Master will submit the change request, as well as the preliminary analysis, to the PBL head for review.
5) Obtain decision on change request (PBL Head and Project Advisor) – The CCB will discuss the proposed change and decide whether it will be approved based on all submitted information or not.
6) Implement change (PBL Head and HighTable) – If a change is approved by the CCB, Scrum Master will update and re-baseline project documentation as necessary.

SPONSOR ACCEPTANCE

Approved by the Project Sponsor:

_____   Date: _____
<Project Sponsor>
<Project Sponsor Title>