

**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**

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## 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 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 table provides a list of the CCB members for the project:

Name	Position
Ms. Priscillia Mariano	Project Sponsor
Gianna Bernice R. Artajos	Product Manager and Quality Assurance Tester
Marcus Philip L. Flores	Scrum Master and Document Specialist

As change requests are submitted to the Product Manager by the project team/stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every other Monday 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 weekly CCB meeting.

## **ROLES AND RESPONSIBILITIES**

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

### **Project Sponsor and Product Manager**

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

### **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** – Change requestor will submit a completed change request form to the project manager.
- 2) **Log change in the change request register** – The Scrum Master will also keep a log of all submitted change requests throughout the project's lifecycle.
- 3) **Evaluate the change** – The Scrum Master will conduct a preliminary analysis on the impact of the change to risk, schedule, and scope and seek clarification from both the project sponsor and HighTable members.
- 4) **Submit change request to CCB** – The Scrum Master will submit the change request, as well as the preliminary analysis, to the project sponsor for review.
- 5) **Obtain decision on change request** – The CCB will discuss the proposed change and decide whether it will be approved based on all submitted information or not.
- 6) **Implement change** – 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:

\_\_\_\_\_  
Ms. Priscilla Mariano  
Business Owner

Date: \_\_\_\_\_



**Change Request Form**

Change Description					
Project Name:		Change Name:		Number:	
Requested By:		Contact:		Date:	
Description of Change:					
Reason for Change:					
Priority [Shade One]:					
High		Medium		Low	
Impact on Deliverables:					
Impact of Not Responding to Change:					
Date Needed:		Approval of Request:		Date	
Change Impact					
Tasks/Scope Affected:					
Cost Evaluation:					
Risk Evaluation:					
Quality Evaluation:					
Additional Resources:					
Duration:					
Additional Effort:					
Impact on Deadline:					
Alternative and Recommendations:					
Comments:					