**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**

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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:

Date:

Ms. Priscilla Mariano

Business Owner

**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: | | | | | |