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| Start | Finish | Author | Description | Reason | Version |
| Week 10 | Week 10 | Vini | How changes should be addressed | Changes to the project should be discussed and managed appropriately |  |
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**Change Management Plan**

Over the course of the project, it is possible that there may be changes which would likely have an effect on the project in terms of cost, time and scope. These alterations may cause a change in the amount of resources used that were initially forecasted, in scope through new or cut features, or stages of the development being extended. To control, document and monitor these changes, all changes to the project must be completed in accordance with the change management plan.

**Flow of Change Management**

Outlined below is the steps to fulfil and implement changes made to the project. There may be additional steps required to fulfil certain steps but the core path to be followed is outlined below.

**1. Submit Change Request**

The affected stakeholder shall complete the ‘Change Request Form’ in accordance with the template available to the project. The request must outline the type of change to the project as well as include information relating to justification of change and impact on project and stakeholders.

**2. Evaluate Change Request**

Change request forms will be assessed by the project manager and chief architect for correctness and completeness of information relating to changes to cost, time or scope. The evaluation of the request will determine if the changes are feasible and whether they will impact the project in an undesirable manner.

**3. Change Authorization**

The change must then be accepted by the project manager, client, project supervisor and project sponsor. A meeting shall be held with project team members in relation to the change request where the potential changes will be discussed and further feedback drawn. Whilst the project team has influence on the changes, ultimately the final authorization comes down to the project manager, client, project supervisor and project sponsor.

**4. Change Implementation**

To ensure a successful change to the project, appropriate resources shall be allocated to manage the change. The project manager shall establish a change management team who will implement strategies and plans to ensure the change transitions smoothly.

**5. Post Change Review**

The post implementation review will look into the change process and address questions related to if the change worked as it was intended to or if there were any side effects not accounted for. The following should be addressed:

* Did the change category get affected by the change in the way that was predicted? If not, what has happened that has caused this?
* Are there any other categories negatively affected and as such, may call for more subsequent changes or a rollback?
* Are the stakeholders satisfied now that the changes have been made?
* Are the resources allocated adequate after this change? Are more or less needed?
* What can the project manager take from this as lessons for the future, both positively and negatively?