

Change Management Plan

Topic Name

# Revision Table

|  |  |  |  |
| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Minh Đoàn | 14/10/2016 | Initial document | 1.0 |
|  |  |  |  |

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# INTRODUCTION

## Purpose

* This document is description about Change Management Plan. It introduces change management process and tools used to manage change in project.

## Intended audiences

* The main audiences of this document are: Mentor, Base Steps Solution Team and may be customer of they need.

## reference

[BSS\_ChangeRequestForm\_V1.0](file:///D:\HỌC\CAPSTONE\Plan\Change%20Management%20Plan\BSS_ChangeRequestForm_V1.0.docx)

# Change management process

## Process and Description

### Process



### Description

## Evaluating and Authorizing change request

### Priority of change request

|  |  |
| --- | --- |
| **Priority** | **Description** |
| High |  |
| Medium |  |
| Low |  |

### Change request type

|  |  |
| --- | --- |
| **Type** | **Description** |
| Scope | Change affecting scope |
| Time | Change affecting time |
| Duration | Change affecting duration |
| Cost | Change affecting cost |
| Resources | Change affecting resources |
| Deliverables | Change affecting deliverables |
| Product | Change affecting product |
| Processes | Change affecting process |
| Quality | Change affecting quality |

### Status of change request

|  |  |
| --- | --- |
| **Status** | **Description** |
| Open | Entered/Open but not yet approved or assigned |
| Work in Progress | CR approved, assigned, and work is progressing |
| In Review | CR work is completed and in final review prior to testing |
| Testing | CR work has been reviewed and is being tested |
| Closed | CR work is complete, has passed all tests, and updates have been released. |

# Roles and Responsibilities

|  |  |
| --- | --- |
| **Role** | **Responsibilities** |
| Stakeholder |  |
| Change Control Board |  |
| Development Team |  |