

Change Management Plan

Topic Name

# Revision Table

|  |  |  |  |
| --- | --- | --- | --- |
| Author | Date | Reason for changes | Version |
| Minh Đoàn | 14/10/2016 | Initial document | 1.0 |
| Xuân Thái Hiền, Minh Đoàn | 14/10/2016 | Update data | 1.1 |

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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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Description** | **Input** | **Output** | **Role** |
| Change Request | Given the changing project requirements | List change | Change request form | Stakeholder |
| Analyze Impact | Analyze this change impact how the system | Change request form | List of change impact | Change Control Board |
| Assign Resource | If accepted, it will be assigned to the development team to update the changes. | Change request form of list agree changes | Assigned task | Change Control Board |
| Execute | Execute change assigned | Assigned task | Implemented change request | Development Team |
| Test | Check to see if the change has the right as described originally or not? | Implemented change request | Test change report | Development Team |
| Reject | If it won’t be accepted, it will be reject to the development team to delete the changes. | Change request form | Log change | Change Control Board |
| Close | Complete and close the change. |  | Change report | Development Team |

## Evaluating and Authorizing change request

### Priority of change request

|  |  |
| --- | --- |
| **Priority** | **Description** |
| High | Changes impact to process, cost, duration, time. |
| Medium | Changes impact to deliverables, product. |
| Low | Changes impact to resources, scope and quality. |

### 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 | Include customer, team member who can make changes request |
| Change Control Board | Analyze, evaluate impact of changes request and make decision to change or not. |
| Development Team | Implement changes. |

Table 5: Roles and Responsibilities