

CHANGE MANAGEMENT PLAN
Tracking Activity Project Management

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Change Management Plan

Introduction

A well-structured plan for managing changes is essential to ensure the successful implementation of any project, such as the Tracking Activity Project Management system. This plan provides a systematic approach to identify, assess, and implement changes that may arise throughout the project. It guarantees that any alterations are thoroughly evaluated, align with the project's scope, and effectively communicated to all stakeholders.

The change management strategy includes a clear process for submitting, evaluating, and approving changes. This process is shared with all stakeholders, who are encouraged to request any modifications they deem necessary. The project team then evaluates these requests, considering their impact on the project's schedule, cost, and quality. Approved changes are executed in a controlled and organized manner, while rejected changes are documented and retained for future reference.

It is crucial to note that making alterations outside of the change management strategy can negatively affect the project's progress and outcome. Therefore, it is essential for all stakeholders to understand and adhere to the change management process. This adherence guarantees that the project stays on track and that any adjustments made contribute to the overall success of the project.

Change Control Board

The Change Control Board comprises a specific group of stakeholders who are accountable for approving or rejecting changes related to the Tracking Activity Project Management System. The following table provides a concise overview of each individual who serves on the Change Control Board:

Change Control Board Role	Role	Name	Contact	Responsibilities
Change Control Board Chair	Project Sponsor	Jayvee Cabardo	jayveec@apc.edu.ph	<p>Make decisions on whether to authorize or reject significant changes.</p> <p>Hold the authority to assess low-impact changes and can reverse decisions made by the Project Manager regarding change requests.</p>
Change Control Board Member	Project Manager	Noreen Keziah Sioco	nssioco@apc.edu.ph	<p>Evaluate the extent of impact caused by a change request, categorizing it as either high or low.</p> <p>Authorize or reject low-impact changes.</p> <p>Take responsibility for devising an implementation plan for approved change requests. Communicate the necessary steps for implementing the changes. Update the project's plan, budget, and schedule accordingly.</p>
Change Control Board Member	Change Coordinator	Jose Norberto Verde	jtverde@student.apc.edu.ph	<p>Guarantees the effective implementation of the Change Management process.</p> <p>Takes responsibility for accurately updating the change logs.</p> <p>Compiles the Change Status Report.</p> <p>Generates a monthly report that provides an overview of the status of the items listed in the change control logs.</p>

Roles and Responsibilities

The table below shows the respective responsibilities of each member of the project that in the change management process:

Name	Project Role	Responsibilities
Jayvee Cabardo	Project Sponsor	Oversee all change requests made throughout the project and ensure that any high-impact requests are promptly addressed. Monitor the Project Manager's determinations regarding low-impact requests. Submit a change request if deemed necessary. Review the change request log and reports to ensure consistency with the implemented changes.
Project Development Office	External User of the System	Submit a change request if deemed necessary. Review the change request log and reports to ensure consistency with the implemented changes.
Noreen Keziah Sioco	Project Manager	Submit a change request if deemed necessary. Review the change request log and reports to ensure consistency with the implemented changes. Conduct an impact analysis for each change request received to distinguish between low-impact and high-impact change requests. This analysis will also assist the Project Sponsor in making decisions regarding high-impact requests.
Development Team	Developers	Carry out the technical aspects of the action plan for implementing the change request.

		Evaluate the change request log and reports to verify consistency with the implemented changes.
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Change Control Process

The Change Management process sets forth a systematic and efficient method for managing the submission, coordination, review, evaluation, categorization, and approval of all changes to the project's baselines. The table provided below illustrate the agreed-upon process flow for change requests (CR) within the team.

Process Step	Description	Change Log Status
Change Request Submittal	1. The individual requesting the change (Requestor) completes and submits the change request form to initiate the request. If the Requestor is unsure about how to properly fill out the form, the Project Manager provides guidance and assistance in completing the Change Request form.	Submitted
Analyze Impact of the Change Request	<p>1. Upon receiving the change request, the Project Manager evaluates its impact, considering factors such as scope, schedule, budget, and quality. Based on this assessment, the Project Manager determines whether the impact is high or low and identifies the necessary actions for implementation.</p> <p>2. If the impact of the change request is determined to be high, the Project Manager proceeds to prepare a recommendation for approval or denial based on the findings from the impact analysis. The Project Sponsor then reviews the change request, the Project Manager's impact analysis, and the recommendation. On the other hand, if the impact is low, the Project Manager has the authority to approve or deny the change request.</p> <p>3. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report.</p>	In Review

<p>Approve or Deny Change Request</p>	<p>Approval of the change request is dependent on the impact it has on the project:</p> <p>For low-impact changes:</p> <ol style="list-style-type: none"> 1. If the change request is classified as low-impact, the Project Manager has the authority to approve or deny the request. <ol style="list-style-type: none"> a. If approved, the Project Manager proceeds with the "Implement Change Request" phase. b. If denied, the change request is considered closed. 2. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report. <p>For high-impact changes:</p> <ol style="list-style-type: none"> 1. If the change request is categorized as high-impact, the Project Sponsor has the sole authority to approve or deny the request. <ol style="list-style-type: none"> a. If approved, the Project Manager proceeds with the "Implement Change Request" phase. b. If denied, the change request is considered closed. 2. The Change Coordinator updates the Change Log and creates a Change Status Report. 	<p>Approved or denied</p>
<p>Implement Change Request</p>	<ol style="list-style-type: none"> 1. Once the change log is updated to "Approved," the Project Manager proceeds to develop an action plan for implementing the change request. 2. After finalizing the action plan, the Project Manager communicates it to the relevant team members and assigns responsibilities accordingly. 3. The Project Manager then updates the project plan, budget, and schedule as necessary to accommodate the approved change. 4. The Change Coordinator is responsible for updating the Change Log and generating a Change Status Report. 	<p>In Progress</p>

Verify Implementation of Change Request	1. The Project Manager verifies the implementation of the change and reports the status to the Change Control Board. 2. The Change Coordinator updates the Change Log and generates a Change Status Report.	Verifying
Change Request Closure	1. The Change Coordinator distributes the final Change Status Report to the entire team and stakeholders.	Closed

In order to monitor the progress of change requests, each step is associated with a specific change request status, as illustrated in the table below:

Status	Description
Submitted	A change request has been logged by a member of the project development team or key stakeholders and is awaiting review by the Project Manager for impact analysis.
In Review	Impact analysis is currently being conducted on the change request.
Approved	The change request has been approved and will proceed to the implementation phase.
Denied	The change request has been denied and will not be implemented.
In Progress	The action plan to execute the change request is currently being implemented.
Verifying	The proper implementation of the change request is being reviewed and assessed.
Closed	The change request work is considered complete. It has undergone all necessary tests and updates have been released.