**PROJECT CHANGE REQUEST FORM**

This Project Change Request Form must be completed to request approval for a significant change to the approved Project Plan.

**1. PROJECT DETAILS**

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| **Name of Project** |
| Webook |
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1. **REQUEST DETAILS**

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| **Date of Request** | **Request No.** | **Name of Requestor** | **Project Position** |
| 15 Oct 2021 | 1 | Terence Chew | CIO |

1. **CHANGE DETAILS**

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| **Project Category** | **Proposed Change** | **Reason for Variance** |
| ***Scope*** | System administration function: this function will allow a new user role (super user) to perform administrative operations - to approve all newly created channels before it is shown to students to book, viewing the current status of a channel (e.g. pending approval or approved), and viewing the usage of a particular channel based on a selected date range. Please note that a super user can only be done by a UOW staff member but cannot take on any other roles (i.e., cannot be a normal staff user or student user). | CIO attended security conference and requested for a change to increase system security |
| ***Time*** | Additional 7 days of work required. 5 days for implementing and 2 days for testing of the admin function | More time is required for coding, testing, and integrating of the codes |
| ***Cost*** | Additional $3000 required for manpower cost and office rental | Increase in manpower cost required and longer period of renting the office |
| ***Quality*** | More quality checks are needed to ensure that the new implementations are applied and updated | New implementation requires more attention to minute details |
| ***Risk Management*** | 3 additional risks incurred for not meeting project deadline, not being able to implement the new requirement and failed integration into our current programme | New risks introduced |
| ***Communications*** | More team meetings required to be able to discuss and confirm the teams’ new approach to implementing the new changes | To ensure everyone is up to date and are on the right track |
| ***Test Cases*** | New test case steps will have to be implemented to be able to test out the new function | The Admin System Function is a new addition to the current code |

1. **CHANGE JUSTIFICATION**

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| **Priority** | ***Immediate*** | ***Essential*** | ***Urgent*** | ***High*** | ***Medium*** | ***Low*** |
|  |  |  | X |  |  |
| **Intended outcome(s)** | Increase the overall security of the system by having a 2-layer authentication. This 2-layer authentication will make sure that there will not be rooms that are created by mistake and that all rooms are at the very least checked by 2 members of the staff. | | | | | |
| **Expected benefit(s)** | Multiple levels of approval are now provided to ensure that there is no overlapping of bookings. The booking system will be a more secure system with less redundancies. | | | | | |

1. **IMPACT OF CHANGE**

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| **Scope Statement**   * **Product characteristics and requirements will have to change** * **Addition of new requirement of system administration function**   **Cost**   * **Increase in manpower hours cost** * **Longer office rental** * **$3000 additional budget required and is available under project buffer**   **Schedule**   * **Additional allocation of work required to meet project deadline** * **More manpower time is required**   **Risk**   * **3 additional risks incurred** * **Risk of not meeting project deadline** * **Risk of not being able to implement the new requirement** * **Risk of a failed integration into our current programme**   **Test Cases**   * **Additional steps are required to be added into the current testing phase to test the new implementation**   **Test Report**   * **Test report will have to be updated with results from the new implementation** |

**6. SUPPORTING DOCUMENTATION**

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| Risk Management V2 |
| Project Scope V2 |
| Cost Baseline V2 |
| MS Project V2 |
| Test Case V2 |
| Test Report V2 |
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| **CHANGE APPROVAL RESPONSE DETAILS** | | | | |
| **Approved (Yes/No)** | **Decision date** | **Decision made by** | **Decision reason** | **Resulting Action** |
|  |  |  |  |  |