**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** |  |
| **UOW ROOM BOOKING SYSTEM** |  |
|  |

**2.** **REQUEST DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Request** | **Request No.** | **Name of Requestor** | **Project Position** |
| 4th May 2021 | 1 | Terence Chew | Project Manager |

**3.** **CHANGE DETAILS**

|  |  |  |
| --- | --- | --- |
| **Project Category** | **Proposed Change** | **Reason for Variance** |
| ***Scope*** | System administration function: this function will allow a new user role (super user) to  perform room administrative operations - a) to approve all newly created rooms before it is shown to students to book,  b) viewing the current status of a room (e.g. pending approval or  approved), and  c) viewing the usage of a particular room based on a selected date range.  Please note that a super user is a UOW staff but cannot take on any other roles (i.e. cannot be  a normal staff user or student user). | CIO attended security conference and requested this change to increase system security |
| ***Time*** |  |  |
| ***Cost*** |  |  |
| ***Quality*** |  |  |
| ***Risk Management*** |  |  |
| ***Communications*** |  |  |
| ***Other* (add cat. name)** |  |  |

**4.** **CHANGE JUSTIFICATION**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Priority** | ***Immediate*** | ***Essential*** | ***Urgent*** | ***High*** | ***Medium*** | ***Low*** |
|  |  |  | X |  |  |
| **Intended outcome(s)** | Better control over and transparency of system, increased security | | | | | |
| **Expected benefit(s)** | Rooms will require multiple levels of approval before they are available for booking | | | | | |

**5.** **IMPACT OF CHANGE**

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| **Scope = Added 3 new Product Characteristics and Requirements and added new Product User Acceptance Criteria, as well as 3 new requirements on Requirement Traceability Matrix.**  **Cost = Additional $215 budget is required to be allocated for additional program features, and an additional $36 needed for program debugging. The additional money is covered under the project buffer.**  **Schedule = An additional 2 days needed for developing additional program features and an additional 1 day for program debugging, project is still within submission deadline.**  **Risk = “Unexpected changes to program requirement”,”Miscalculation on project schedule and budget”, and “Miscommunication on additional program features” has been acknowledged and added to the risk register.**    **Hr = Lead developer has been allocated on the additional task.**  **Testing = New testing will be added.** |

**6. SUPPORTING DOCUMENTATION**

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| Project Schedule |
| Scope Statement |
| Requirement Traceability Matrix |
| Risk Register |
| Cost Baseline |