**Change Management Plan**

Project Name: Learning Management System for Happy Land School

Change ID: CR-2024-001  
Date: 9/9/2024

1. **Objectives**:

The primary objectives of the LMS implementation for Happy Land School are to streamline the educational process, enhance communication between teachers and students, and provide a centralized platform for managing learning materials and assessments.

2. **Stakeholder Analysis**:

| **Stakeholder** | **Role** | **Influence** | **Interest** |
| --- | --- | --- | --- |
| Teachers | End Users and System Users | Medium | High |
| School Management | Decision Makers | High | High |
| Parents | Indirect Stakeholders | Low | Medium |
| IT Department | Implementers | High | High |

3. **Communication Plan**:

3.1 **Target Audience**:

IT Department

Teachers

Parents

School Management

3.2 **Key Messages**:

Improved performance and user experience

Training opportunities for end users

3.3 **Communication Channels**:

Kick-off meeting

Email updates

Intranet announcements

Parent-teacher meetings

3.4 **Schedule**:

Kick-off Meeting: 9/9/2024

Weekly Email Updates: [Sat, 8-9 AM]

School Announcements: As needed

Parent-Teacher Meetings: [TBA]

4. **Training Plan**:

4.1 **Training Needs Analysis**:

Teachers require training on navigating the LMS and assessment tools within the LMS.

IT staff need technical training on LMS maintenance and support. (if applicable)

4.2 **Training Content**:

User training sessions on new features

Technical workshops for IT staff

4.3 **Training Methods**:

On-site workshops for teachers

Online training modules for additional support

IT staff will have specialized workshops and online resources (if applicable)

4.4 **Schedule**:

Teacher Training: [Nov, 2024]

IT Staff Workshops: [if applicable]

5. **Risk Management**:

5.1 **Identify Risks**:

Resistance to adopting the new system

Technical issues during the LMS rollout

Delays in training completion

5.2 **Mitigation Strategies**:

Conduct early awareness sessions for teachers

Schedule system implementation during non-peak hours

Provide continuous support and resources post-implementation

6. **Implementation Plan**:

6.1 **Timeline:**

System Backup: [TBA]

LMS Deployment: [TBA]

Testing and Validation: [Nov 2024]

Rollback Planning: [TBA]

6.2 **Responsible Parties:**

IT Department: System Backup, LMS Deployment, Testing

Project Manager: Rollback Planning

6.3 **Dependencies**:

Availability of teachers for training sessions

Coordination with school administration for approval and resource allocation

7. **Backout Plan:**

7.1 **Criteria for Reversion**:

Significant technical issues affecting the system's functionality

Strong resistance or dissatisfaction from end users (teachers and school owners)

7.2 **Reversion Steps**:

Restore the previous system from the backup.

Communicate the rollback and its reasons to stakeholders.

Analyze the issues that necessitated the rollback and make necessary adjustments.

8. **Post-Implementation Review (PIR) Criteria**:

8.1 **Success Criteria**:

High user acceptance rates among teachers

Improved grade recording within the school

No major technical issues or security vulnerabilities post-launch

8.2 **Evaluation Methods**:

Conduct user satisfaction surveys

Monitor system performance and usage metrics

Perform security audits to ensure compliance

9. **Approval**:

9.1 **Change Manager's Name**:

Wilbert T. Tan

9.2 **Date Approved**:

[TBA]