Change Management Plan

For every project, there are situations that require changes to the current plan. To ensure success in transition or a pivot to the new revised changes this document defines activities and roles for managing and controlling the changes made when executing our project. This document will also outline how these changes will be communicated to be established and the method required to initiate the necessary changes and review of the result of the changes.

Change Request

To actualize these changes, we developed a process for effectively submitting, evaluating, and authorizing the changes while having the ability to manage and control the requests. Every major change will be requested in the form of a Change Request Form as it is important to manage the information that we collect throughout the project and that it stays consistent.

This section highlights the necessary procedures for executing the Change Request:

- **Generation of the Change Request:** The Change Request is created through completion of the given templates.
- **Entry of the Change Request into Issue Log:** As the introduction to a change to the project will effectively result in deprioritization with the current tasks to mitigate the chance of extending the current project timeline. Because of this, the Change Requests must be registered into the issue log until the current plan is re-evaluated.
- **Evaluating Change Request:** Each member that is directly affected by the change requested will have to complete a review of the suggested change(s) and decide the scope of the change. This procedure will allow the team to assess the feasibility of the requested change based on its size and duration to implement. If external stakeholders are affected, then they will also be required to be present.
- **Authorizing Change Request:** All Change Requests made will always be approved by the manager(s) of the project.
- **Implementing Change Request:** Once the Change Request has been approved by the manager(s), the initiation process shall commence, and the issue status noted in the issue log is to be updated to resolved.

Change Request Review

When a Change Request is submitted, the project team must analyse the change. The feasibility of said Change Request will be assessed on size, scope, and the priority of the change to be implemented. Each member will be required to debate and confirm whether the change shall be kept. Large scale Change Requests require more attention and must include any affected stakeholders in the processes assessment. The prioritization of changes will also affect the meticulousness of each debate among members as tasks may be required to be put out of the current backlog or to extend the project timeline.

Change Communication

The plan to debate the Change Request is implemented through the first evaluation phase. Feedback from all affected parties from the change is required and must be completed at the required intervals given by the project manager and the review team. As the change requested commences, any important stakeholder affected by the transition must be updated on the status and the current progression of the change requested.

Change Implementation Review

A devised plan will be constructed by the project manager in cooperation with the project team members and any stakeholders affected by the changes. However, if the request submitted has been declined, the stakeholders that are affected must be informed as to why that decision was concluded.

Change Result Review

Upon completion of the change requested, a review for the work produced must be reviewed. The review will be completed by the project manager(s) by using any resources gathered from meetings with project team members, meetings with important stakeholders regarding the Change Request's plan. This procedure initiates a final assessment to guarantee that the changes made have been implemented correctly and that the task given have been completed. Once the Change Request has been completed, the project manager will close the request and update the issue registered on the issue log as completed.

Change Request Form

Project Name:

Date Request Submitted:

Title of Change Request:

Change Order Number:

Submitted By:

Status:

Change Category:

- o Scope
- o Schedule
- o Cost
- o Technology
- o Other