Change Request

Date 08August2023

**Project Name:** Relaxing Travel Relocation

**Date Request Submitted:** 08August2023

**Title of Change Request:** Project Extension

**Change Order Number:** 001

**Submitted by**:Leonard Gallucci

# **Change Category: • Scope • Schedule • Cost • Technology • Other**

**Description of change requested:**

PMA is requesting an additional week to complete the office relocation for Relaxing Travel.

**Events that made this change necessary or desirable:**

PMA has lost one of our IT network professionals working on our Relaxing Travel relocation project due to unforeseen medical conditions.

**Justification for the change/why it is needed/desired to continue/complete the project:**

We are looking to replace our IT network professional. We are currently looking to fill this position. Since we are not sure when we will fill this position, we are requesting an extra week so our other IT network professional can continue to work on the project.

**Impact of the proposed change on:** ScheduledProject Completion.

**Scope:** Replacement of Staff Member To Complete The Overall Project.

**Schedule:** Additional Week Of Work To Complete Project.

**Cost:** Initial $1600 Allocation For One Week At $40/HR And An Additional $800 For Overtime Wages If Required.

**Staffing:** IT Network Professional.

**Risk:** Medium Risk.

**Other:** N/A

**Suggested implementation if the change request is approved:**

While looking for a replacement IT network professional, our other IT network professional will work additional hours. During this time, they will work overtime to complete all necessary work to keep the project moving. They will also be removed from any other projects to complete work within the requested extension.

**Required approvals:**

| **Name/Title** | **Date** | **Approve/Reject** |
| --- | --- | --- |
| Justin Brown | 8/8/2023 | Approve |
| Elena Brown | 8/8/2023 | Approve |
| Marie Brown | 8/8/2023 | Approve |
| Travis Brown | 8/8/2023 | Approve |