

Date: 11/07/2025

Lab Practical #04:

Practice performing integrated change control to manage changes in a project.

Practical Assignment #04:

Review the integrated change control process. **Simulate** receiving a change request and **evaluate** its impact on the project. **Prepare** for a change control board meeting, presenting the change request and its impacts. **Conduct** the simulated CCB meeting and decide whether to approve or reject the change. **Document** the decision and update project plans accordingly. Use Jira/Asana, Google Docs, Slack, etc.

Description:

Project Title: Courier Management System

Integrated Change Control is the process of reviewing, approving, and managing changes to project deliverables, scope, or baselines. It ensures that all changes are evaluated for their impact on the project's **scope, schedule, cost, quality, resources, and risks**. A **Change Control Board (CCB)**—comprising project stakeholders—reviews and decides on change requests.

1:

Change Request: Automated Route Optimization			
Date of request	11-jul-2025	Requested By	Client
Overview of change: Implement automated route optimization for delivery personnel using AI-based algorithms to reduce delivery time and fuel costs.			
Reason for change: Current manual route planning is inefficient, leading to delays and increased fuel expenses. Continued high operational costs and customer dissatisfaction due to delayed deliveries			
Will change delay the program completion date?		Yes	Delay = 3 Weeks
Explain: Additional time needed for AI model integration and testing			
Will change require additional resources?		Yes	Increase = 3 effort days
Explain: Requires 1 AI specialist and 2 backend developers for 4 weeks.			

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Will change result in additional cost? (Discuss with program manager)	Yes	Increase = \$15,000
Explain: Covers AI tool licensing, cloud computing, and developer costs.		

Date entered in change log	11th July 2025	Approved?	Yes
Date reviewed with stakeholders	15th July 2025		
Date decision communicated to requestor	16th July 2025		
Date program plan updated	18th July 2025		

2:

Change Request: Add Delivery Time Slot Selection for customers during checkout.			
Date of request	25-jul-2025	Requested By	Client
Overview of change: Implement automated route optimization for delivery personnel using AI-based algorithms to reduce delivery time and fuel costs.			
Reason for change: 60% of users requested flexible time slots.			
Will change delay the program completion date?		Yes	Delay = 2 Weeks
Explain: UI/backend adjustments + testing			
Will change require additional resources?		Yes	Increase = 5 effort days
Explain: 1 frontend + 1 backend developer.			
Will change result in additional cost?		Yes	Increase = \$8,000
Explain: UI updates, database changes, and QA testing			

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Date entered in change log	26th July 2025	Approved?	Yes
Date reviewed with stakeholders	30th July 2025		
Date decision communicated to requestor	1st August 2025		
Date program plan updated	3rd August 2025		

Change Control Log									
				Impact			Date		
#	Date	Requestor	Subject	Scope	Cost	Time	Approved	Plan updated	Closed
1	11-Jul-25	Client	Automated Route Optimization	AI integration	\$15,000	3 weeks	Yes	18-Jul-25	18-Jul-25
2	25-Jul-25	Client	Add Delivery Time Slot Selection for customers during checkout.	Checkout UI update	\$8,000	2 weeks	Yes	3-Aug-25	3-Aug-25