**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.

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

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

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| **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 |
| Date reviewed with stakeholders | 30th July 2025 | Approved? | Yes |
| Date decision communicated to requestor | 1st August 2025 |
| Date program plan updated | 3rd August 2025 |

