A picture containing drawing

Description automatically generated

**Change Log**

**The Virtual Job Fair**

**Nova Scotia Community College**

**Prepared By**

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**November 27, 2020**

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# Introduction

The Virtual Job Fair (VJF) project will use the change log to log and track change requests of the project. Changes may be in scope, deliverables, design, time, and so on and each change request should be analyzed and examined thoroughly to evaluate its impact on the project as described in the change management policy.

The change request can be raised by any stakeholders and should be submitted by a change request form. The change request log should be updated as new change requests are submitted or existing change requests are approved, rejected, or deferred. The change management process should be clearly communicated to all stakeholders and the status of the change request will be updated in the change log.

# The Change Log Template of the Virtual Job Fair (VJF) Project

| **Change Log** | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Project:** **The Virtual Job Fair (VJF)** | | | | | | **Date: 11/27/2020** | |
| **Change No.** | **Change Type** | **Description of Change** | **Requestor** | **Date Submitted** | **Date Approved** | **Status** | **Comments** |
| CR001 | Design/ Scope | This change request calls to make the video communication feature as an independent feature so that it can be used with other applications as well. | A.Mamun  (due to merger) | 11/22/20 | 11/25/20 | Approved | This request was approved by the change control board because the proposed feature is within the scope and can be done with a minimum change. |
| CR002 | Schedule | This change request calls for delaying the existing schedule by 2 days to ensure design changes and testing. | A.Mamun  (due to merger) | 11/22/20 | 11/25/20 | Approved | This request was approved to ensure better quality and can be implemented within the scope and as the change management policy. |
| **Change No.** | **Change Type** | **Description of Change** | **Requestor** | **Date Submitted** | **Date Approved** | **Status** | **Comments** |
| CR003 | Design/ Scope | This change request calls for an additional feature to send automated emails whenever a meeting is scheduled. | W. Matt | 11/20/20 | N/A | Denied | This request was denied by the change control board because the proposed feature is outside of the scope and there is not adequate funding available. |
| CR004 | Schedule | This change request calls for delaying the existing schedule by one week to ensure all business requirements are gathered and analyzed properly. | K. Ibad | 9/21/20 | 9/23/20 | Approved | This request was approved to ensure proper requirements gathering for the application. One week will be added to the project schedule and the project manager will communicate the impact of this change to all stakeholders. |
| CR005 | Design | This change request calls for purchasing a shared storage drive for keeping the backup in addition to the existing NSCC’s. | R. Olivera | 11/02/201 | N/A | Deferred | This request was deferred and is pending a determination of the impact on the project's costs. |

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# References

*Change Log* [DOC]. (n.d.). Project Management Docs. Retrieved From: <https://www.projectmanagementdocs.com/template/project-documents/change-log/#axzz6exMpAASz>