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**Change Management Plan**

**The Virtual Job Fair**

**Nova Scotia Community College**

**Prepared By**

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Table of Contents

[Introduction 3](#_Toc57371735)

[Change Management Approach 3](#_Toc57371736)

[Definitions of Change 3](#_Toc57371737)

[Change Control Board 4](#_Toc57371738)

[Roles and Responsibilities 5](#_Toc57371739)

[Change Control Process 5](#_Toc57371740)

[References 7](#_Toc57371741)

# Introduction

The Virtual Job Fair (VJF) project will follow the change management plan to manage how the change approaches and completes. The plan also entails what defines a change, the purpose and role of the change control board, and the overall change management process. All stakeholders will be expected to submit or request changes to the VJF Project in accordance with this change management plan and all requests and submissions will follow the process detailed herein. The project manager should provide an acknowledgment upon receival of any change request and the requester should provide any additional information needed to evaluate the change. The project manager is also responsible for communicating the changes immediately after the decision has been made to the stakeholders, update documents, and make the information available to the stakeholders.

# Change Management Approach

The Change Management approach for the VJF Project will ensure that all proposed changes are defined, reviewed, and agreed upon so they can be properly implemented and communicated to all stakeholders. This approach will also ensure that only changes within the scope of this project are approved and implemented.

The Change Management approach consists of three areas:

* Ensure changes are within the scope and beneficial to the project
* Determine how the change will be implemented
* Manage the change

The Change Management process has been designed to make sure this approach is followed for all changes. By using this approach methodology, the VJF Project team will prevent unnecessary change from occurring and focus its resources only on beneficial changes within the project scope.

# Definitions of Change

There are several types of changes that may be requested and considered for the Project. Any changes should be addressed properly and if possible, changes need to find out as early as possible. Depending on the extent and type of proposed changes, changes project documentation and the communication of these changes will be required to be communicates to all stakeholders. Types of changes include:

* Scheduling Changes: changes which will impact the approved project schedule. These changes might impact significantly as the product must be completed within the specified time as The Nova Scotia Community College (NSCC) has fixed its job fair on March 3rd, 2021.
* Budget Changes: changes which will impact the approved project budget. These changes may require requesting additional funding, approval processing, and releasing funds.
* Scope Changes: changes that are necessary for the VJF project related to its scope which was not initially planned for. These changes might also impact costs and budget. These changes may require revision to WBS, project scope statement, and other project documentation, as necessary.

The project manager must ensure that any approved changes are communicated to the project stakeholders. Additionally, as changes are approved, the project manager must ensure that the changes are captured in the project documentation where necessary. These document updates must then be communicated to the project team and stakeholders as well.

# Change Control Board

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the VJF Project. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, scope, cost, and schedule, and the board has the authority to approve or deny any changes.

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| J. Hartling | Project Sponsor | CCB Chair |
| A.Mamun | Project Manager | CCB Member |
| M.Wales | Project Technical Lead | CCB Member |

As change requests are submitted to the Project Manager by the stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every week to review all change requests. To approve any changes all members of the CCB must agree and vote for the change. If a change is deemed critical, an ad hoc CCB meeting can be called in order to review the change prior to the next scheduled weekly CCB meeting.

# Roles and Responsibilities

The following are the roles and responsibilities for all change management process:

Project Sponsor:

* Approve all changes to budget/funding allocations
* Approve all changes to the schedule baseline
* Approve any changes in project scope
* Chair the CCB

Project Manager:

* Receive and log all change requests from project stakeholders
* Conduct preliminary risk, cost, schedule, scope analysis of change prior to CCB
* Seek clarification or related information from the change requestors on any open issues or concerns
* Make documentation revisions
* Participate on CCB

Project Technical Lead:

* Submit all change requests on standard organizational change request forms
* Provide all applicable information and detail on the change request forms
* Be prepared to address questions regarding any submitted change requests, including benefits and impacts to the project.
* Provide feedback as necessary on the impact of proposed changes

# Change Control Process

The project manager has overall responsibility for executing the change management process for each change request.

|  |  |  |
| --- | --- | --- |
| **Activity** | **Owner** | **Action** |
| Identify the need for the change | Stakeholders | Submit the change request to PM |
| Log change in the change request register | Project Manager | The project manager will keep a log of all submitted change requests |
| Evaluate the proposal | Project Manager, Team, Requestor | The project manager will conduct a preliminary analysis of the impact of the change to constraints |
| Submit the change request to CCB | Project Manager | The project manager will submit the change request and the preliminary analysis to the CCB. |
| The decision on the change request | CCB | CCB will analyze and decide about the change request. |
| Implement change | Project Manager | Once approved, the project manager will update and re-baseline project documentation, as necessary. |

The project manager must communicate properly to the stakeholders about the change. The project manager needs to be actively engaged with the team to identify the impact of the change. If any additional resources are needed to adopt the change, these need to be analyzed and identified earlier. The project manager is also responsible to motivate the team to adopt the approved change. Moreover, the team should be awarded and recognized appropriately.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

Jamie Hartling

Academic Chair

Technology and Environment

Nova Scotia Community College

# References

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