A picture containing drawing

Description automatically generated

**Change Request**

**The Virtual Job Fair**

**Nova Scotia Community College**

**Prepared By**

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Table of Contents

[Introduction 3](#_Toc57372192)

[The VJF’s Change Request Format 3](#_Toc57372193)

[References 6](#_Toc57372194)

# Introduction

The Change Request Forms are used for requesting any changes to the Virtual Job Fair (VJF) project. The project manager should manage change carefully and implement a through change control process to ensure the VJF’s approved constraints.

Any stakeholders, who raise any change must full-up the project’s change request form and submit to the project manager in accordance with the change control process. The project manager evaluates the change, whether it will benefit, and it can be implemented within the approved constraints or not. The request is then submitted to the change control board with the project team’s findings where it is reviewed and either approved, rejected, or deferred until clarification can be sought.

If the change is approved, the project manager must update necessary documents, accordingly, make the documents available to the stakeholders, and the change must be communicated to all stakeholders. Some changes may also require changes in costs, scope, or schedule, these need to be identified properly.

The below format is used for the VJF project’s change request:

# The VJF’s Change Request Format

(An example of the VJF’s change request due to the merger with the Banking Application project)

|  |  |
| --- | --- |
| **Change Request** | |
| **Project: VJF** | **Date: 11/22/20** |
| **Change Requestor: PM (arises because of the merger)** | **Change No:CR001** |
| **Change Category (Check all that apply):**  □ Schedule □ Cost □ Scope √□ Requirements/Deliverables  □ Testing/Quality □ Resources | |
| **Does this Change Affect (Check all that apply):**  □ Corrective Action □ Preventative Action □ Defect Repair  √□ Updates □ Other | |
| **Describe the Change Being Requested:**  The change request calls for design change of the voice streaming feature, so that his feature can be used independently and can be integrated with applications as well. | |
| **Describe the Reason for the Change:**  The proposed request is required because of a merger with a Banking Application Project. This feature will be used by other projects for conducting meetings or communicating with clients and so on. | |
| **Describe all Alternatives Considered:**  Off the shelf products cost more. | |
| **Describe any Technical Changes Required to Implement this Change:**  The design needs to be changed which will make the feature independent. | |
| **Describe Risks to be Considered for this Change:**  More testing might require, and design complexity increases. | |
| **Estimate Resources and Costs Needed to Implement this Change:**  The team needs to spend more time on design and testing. 1 additional day requires for design and 1 additional day to test. | |
| **Describe the Implications to Quality:**  The overall usability and quality of the app will improve. The meeting functionality can be used independently. | |
| **Disposition:**  √□ Approve □ Reject □ Defer | |
| **Justification of Approval, Rejection, or Deferral:**  The change will make the video streaming feature as an independent feature and can be used outside of the app. This change is a requirement of the merger and can be implemented by following the VJF’s change management policy. | |

|  |  |  |
| --- | --- | --- |
| **Change Board Approval/Reject/Defer: Approved** | | |
| J Hartling | Signature | Date |
|  |  |  |

(An example of the VJF’s change request)

|  |  |
| --- | --- |
| **Change Request** | |
| **Project: VJF** | **Date: 11/20/20** |
| **Change Requestor: W. Mat** | **Change No:CR003** |
| **Change Category (Check all that apply):**  □ Schedule □ Cost √□ Scope □ Requirements/Deliverables  □ Testing/Quality □ Resources | |
| **Does this Change Affect (Check all that apply):**  □ Corrective Action □ Preventative Action □ Defect Repair  √□ Updates □ Other | |
| **Describe the Change Being Requested:**  The change request calls for an additional feature to send automated emails whenever a meeting is scheduled. | |
| **Describe the Reason for the Change:**  This feature will be added additional benefits to the web-based app. Whenever a meeting is scheduling an automated email will be sent to the participants of the meeting. | |
| **Describe all Alternatives Considered:**  The proposed request will add an additional feature which will add values to the app. Alternatively, manual emails need to be sent. | |
| **Describe any Technical Changes Required to Implement this Change:**  Any third-party tool can be used, and the tool needs to be integrated into the app. | |
| **Describe Risks to be Considered for this Change:**  Risks include third-party dependability, more integration work, might impact costs and budget of the project. | |
| **Estimate Resources and Costs Needed to Implement this Change:**  The team needs to work 2 working days to integrate ad test the feature. | |
| **Describe the Implications to Quality:**  The overall usability and quality of the app will improve. A better third-party tool for sending emails needs to be chosen. | |
| **Disposition:**  □ Approve √□ Reject □ Defer | |
| **Justification of Approval, Rejection, or Deferral:**  The change request is outside of the scope and there is no funding available and can’t extend the schedule. | |

|  |  |  |
| --- | --- | --- |
| **Change Board Approval/Reject/Defer: Rejected** | | |
| J Hartling | Signature | Date |
|  |  |  |

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# References

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