**Document Management**

**Author: Andre Alexandrov**

**Date of request: 24/11/2023**

**Project Registration**

**Project Name**

Record the project name in a way that clearly communicates what it is about.

**Sponsor/Client**

Nadil Sundarapperuma

**Project Manager**

Andrew McNaughton

**Proposed Change**

**Change Description**

Additional Chat Bot that supports the eCommerce site.

**Change Rationale**

The Rationale for the change is that the Client believes the introduction of a chat bot will improve opportunity for closing the sale, improve the customer experience and result in improved sales.

**Requested by**

The Client has requested this change.

**Change #**

1PPG7Q5.

**Impact Analysis**

**Budget**

Record the following details:

* original budget approved
  + $6,400
* cost of proposed change
  + $1,000
* revised budget required.
  + $7,400

**Schedule**

Record the following details:

* original schedule completion date
  + 1/12/2023
* amount of time required with the proposed change
  + 1 month
* revised schedule completion date
  + 2/1/2024 as to not be on new years day

**Authorisation**

**Sign off**

Andrew McNaughton, Nadil Sundarapperuma

**Updates**

Record confirmation the following documents have been amended reflecting the approved changes.

* Project Charter



* Project Plan



* Project Risk Register

**Appendices**

Record the details of any other information and or documentation supporting the change request.