

Change Request Form

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|------------------------|--|-------------------------|---------------------|
| Project: | <u>AHI App Development</u> | Change ID: | <u>0005</u> |
| Date Requested: | <u>1 Aug 20xx</u> | Requested By: | <u>Ram Samuels</u> |
| PM: | <u>Cary Manning</u> | Requestor Email: | <u>RamS@AHI.net</u> |
| Decision: | <u>Pending</u> Accepted, Accepted with Modifications, Rejected, Deferred, Further Analysis Required | Decision Date: | <u>7 Aug 20xx</u> |

Proposed Change: Detailed description. Focus on business needs, requirements; solution is secondary.

Two additional data feed sources have been identified. Request these data feeds be incorporated as inputs to the App. Preliminary review indicates these data feeds will add \$2500 to the project cost. Time to gain licensing and activation is estimated at two weeks.

Reason for Change: Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change?

The first data feed will provide advanced global sales data in the skin care product industry. In addition, updates are made weekly.

The second data feed will provide better demographic analytics to segment and position our products effectively.

Impact Analysis: Consider impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels.

(Completed by PM/team)

Impact:

Additional cost of \$2500 is required to make this change.

There is change in the schedule as the license we required to access the data will take two weeks.

Benefits:

By including the new(first) data to the app, now we can provide global sales skin care data in our app. We can track the sales on a weekly basis.

By including the new(second) data, we can provide better demographic analytics to our products in both segment and position wise.

Approval Levels: Mary Smither's

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Implementation Options: Consider options to implement this change. What strategies are recommended? How will implementation impact current scope, budget, and schedule milestones?

(Completed by PM/team)

I would suggest doing more research and checking the new(sample) data about the impact it will create in the app.

Assign this task to one new employee for a few days to get the market trends.

Don't change the plan we created till the time we received complete information about the business it is going to do.

Implementation of this in our app will change the current scope and budget. So, make sure that we are not exceedingly too much than our scope and budget in our project plan.

Since, we are having buffer time for 2 days, make sure that we used this time wisely to complete the new assigned tasks.

Decision: Accept As-Is, Accept with Modifications, Defer, Reject, Further Analysis Required

| Decider(s) Name: | Date | Comments/Modifications |
|------------------|-----------|---------------------------|
| Mary Smither's | Aug 07'24 | Accept with modifications |
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Decision Notes: Reasons for Decision. Decision follow-up actions necessary.

(Completed by PM/team)

Instead of hiring new employee from other teams use our project team members to complete the task.

Project deadline is not going to change. So, make sure that new changes would meet the planned deadlines.

Close-Out Checklist (As Applicable):

Change Logged in Change Log (all changes, regardless of decision, must be recorded) and Posted on Project Site

Scope Document and other Key Project Documentation Updated

Design document, test plan, test cases, training notes, and others updated

Schedule and budget updated

Status Report Updated

Change Communicated to Stakeholders

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