2 Change Control Process

5.1 Introduction

This section aims to describe the process the development team will be using to control changes in the project from this point forward.

5.2 Change Control

Change control can be defined as the process of managing, tracking and also documenting all the changes made to a particular system. The process of change control ensures that all changes made to the system are necessary and properly documented and also that all members of the team involved are properly informed about these changes.

In this project, change control is only being applied in two areas; they are

 i. Software change control:

Which involves changes to be made to any part of the software

 ii. Documentation change control:

Which involves changes to be made to the documentation of the project.

It is important to note that when a change is made to the documentation of the project, it is possible that the change made will affect the software.

5.3 Change Control Process

   There are 3 main processes involved when there is a need for a change in any part of the project. These processes are:

 i. Request Phase
   In terms of this particular project, when a team member decides that there is a need for a change in any part of the project, the team member initiates the process by filling out a change request form. This form is made available on the team's repository and can be accessed by all members. Once the change request form is filled, other team members are notified and the team moves on to the review phase

 ii. Review Phase
   In this phase, the team discusses the change request in a meeting. The team takes in to consideration the implications of moving forward with the specified change and how the change will affect the project in general. If the team agrees to carry on with the change, the change request is approved and the process can move into the documentation phase. Otherwise, the change is denied and the team determines any further action to be carried out.

 iii. Documentation and Implementation Phase

This phase takes place after a change request has been approved and agreed upon by all members of the team. The change request document serves as a change order when approved and after it has been implemented, the change order is documented into the team's change log in their repository to improve traceability for future purposes.