Change Request:-

- It is a formal proposal to modify a project's scope, timeline, budget, resources or delivarables.
- It follows a structured process to ensure changes are evaluated, approved or rejected based on their impact on the project.

Why change Requests Needed?:-

- There are various reasons:

i) client or stakeholders req. (eg. new feature or design changes)

ii) Regulatory or compliance updates. (ex. new laws affecting the project).

iii) Market Condition (ex. competitive pressures).

iv) Technology Updates (adopting a new framework or tool)

v) Errors, defects or gaps found in the initial planning phase.

vi) Budget or timeline adjustments due to unforeseen risks.

Types of Change Requests:-

Type	Description
i) Scope Change	Adding or removing project features, functionalities or delivarables.
ii) Schedule Change	Adjusting deadlines due to delays, accelerat" or dependencies.
iii) Cost Change	Budget modifical" due to new requirements or cost overruns.
iv) Resource Change	Adding/removing team members, vendors or tools.
v) Quality Change	Modifying quality stds., testing reqs. or compliance needs.

Change Request Process:-

- A well-defined change Control Process ensures proper evaluation & approval. The steps includes:

i) Identify the Need for Change:-

- The request can come from stakeholders, project team members, customers or regulatory bodies.

- It should be documented with a clear description, justification & expected impact.

ii) Submit a Change Request form:-

- A Change Request Form (CRF) is used to capture key details, such as:

- Change Request ID
- Requester details (who is requesting the change)
- Date of Request
- Current Vs Proposed Changes
- Reason for the Change
- Impact on scope, timeline, budget & resources.
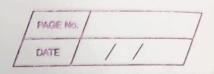- Urgency & Priority
- Supporting documents (if any)

) Analyze & Assess the Impact:-

- The Project Manager & relevant team members evaluate the feasibility, risks & impact.

What to consider:-

Scope Impact:- will it increase or decrease deliverables?

Time Impact:- will deadlines change?

Cost Impact:- will extra funding be required?

Risk Assessment:- Are there new risks introduce

N) Approve or Reject the Change:-

- The Change Control Board (CCB) or project sponsor reviews the request.
- Possible decisions are:-
  - Approved :- Implemented with updated plans.
  - Rejected : Reasons documented & the requester is informed.
  - Deferred:- Postponed for future considerat.

Implemented the Approved Change:-

- Update project documentat" (scope, budget, sched
- Assign tasks to team members.
- Communicate change to stakeholders.

Monitor & Close the Change Request:-

Ensure the change is properly implemented
Document lessons learned for future reference.