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| **Project:** | PMO Web Application (Cloud Based) | | |
| Change Request Title: | Add new functionality for the Resource. | | |
| Requested By: | Serge Niagne (Client) | Date of submission: | 20/08/2020 |

| Description of Proposed Change: |
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| **The new functionality requested will improve the management of project resource in the organization, by created a view with Resource utilization and a process to get resource assigned on a Project.**  **When a project Manager want to build a team to deliver a project He will:**  1-Have visibility of the resources available  2-For the resource available and required for the project, The PM will need to trigger a workflow to request the assignment of the resource.  3-The resource Manager will reject/ Approve or Request more information  4-Once the Resource Manager approve the Request, The Resource is assigned to the Project and received an email for his on boarding in the project (with the task description, Timeline...) |

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| Deadline for change request evaluation & Recommendation: |
| Before 24/08/2020 |

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| Impact of Making This Change: |
| **On project:** Timeline and cost effect and available resources.  **On Positive:** It would enhance the functionality application as per resource utilisation view as the PM now can see the status of the resource (the task to which the is resource currently assigned, its working hours etc.) |

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| Impact of Not Making This Change: |
| Not such negative impact as this is an extra feature for the app. |

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| Analysis of the Change Request: | | | |
| **Impact on the Budget** | * Increased cost for additional resources(1 developer and 1 tester) * The additional cost will be dedcuted from buffer (3289 CAD) or contingency budget(12000 CAD). | | |
| **Impact on the Timeline** | Implementation of this feature will increase the timeline to do the task as the resources are already designated with critical activities. | | |
| **Comments** | We will have two additional resources (backup) for doing development and testing. | | |
| **Analysis carried out by** | Manvi Gupta (Project Manager) | **Date:** | 20th Aug 2020 |

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| Work Effort Impact: | | | |
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| Estimates | | | |
| Task/Deliverable | Days | $ | Comments |
| Development | 7 | 3920 | The working schedule is from 24 Aug-2 Sep. |
| Testing | 7 | 3920 | The working schedule is from 24 Aug-2 Sep. |
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| Total | 7 | 7840 |  |

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| Proposed Solution(s): |
| 1. The development and testing phase will go in parallel order.  2. The two new additional resources will coordinate with the existing resources to complete the new module.  3. An alternative approach to this would be the existing resources agreeing upon inputting extra hours to complete the task. |

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| Summary Assessment/Recommendation: |
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| Change Request Approval | | |
| Approvers | Title | Date Approved |
| **Serge Niagne** | Client |  |
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