



Document Control

Document Name	Version	Date	Author	Status
Change Log	1.0	April 30, 2025	Sonal Khobragade	Approved
Change Log	0.2	April 29, 2025	Sonal Khobragade	Review
Change Log	0.1	April 28, 2025	Sonal Khobragade	Draft

Introduction

This Change Log documents all significant changes made to the Financial Management System (FMS) requirements documentation throughout the project lifecycle. It provides a chronological record of additions, modifications, and removals to ensure transparency and traceability of requirement evolution.

Change Log

Date	Version	Document	Change Type	Description	Requested By	Approved By
April 30, 2025	1.0	All Documents	Modify	Final review and approval of all documents for release.	Project Manager	Steering Committee

April 28, 2025	0.9	Test Cases	Add	Added security test cases for password complexity and data encryption.	Security Team	QA Lead
April 26, 2025	0.8	Traceability Matrix	Add	Added non-functional requirements to traceability matrix.	Business Analyst	Project Manager
April 24, 2025	0.7	Story Map	Modify	Updated release planning to include additional user stories in MVP.	Product Owner	Steering Committee
April 22, 2025	0.6	User Stories	Add	Added user stories for financial forecasting and recurring journal entries.	Finance Manager	Product Owner
April 20, 2025	0.5	Use Cases	Modify	Updated expense approval workflow to include additional approval level for expenses over \$10,000.	CFO	Product Owner
	0.4	FRD	Modify			

April 18, 2025				Updated data model to include additional fields for tax reporting.	Finance Team	Business Analyst
April 16, 2025	0.3	BRD	Add	Added requirement for multi-currency support.	Finance Director	Steering Committee
April 14, 2025	0.2	To-Be Process Map	Modify	Updated approval workflow to include automated routing based on amount thresholds.	Process Improvement Team	Business Analyst
April 12, 2025	0.1	As-Is Process Map	Add	Added documentation of current month-end closing process.	Finance Team	Business Analyst
April 10, 2025	0.1	Project Charter	Modify	Updated project timeline to accommodate additional stakeholder reviews.	Project Manager	Sponsor
	0.1		Add	Added Compliance		

April 8, 2025		Stakeholder Register		Officer as key stakeholder.	Legal Department	Project Manager
April 6, 2025	0.1	Communication Plan	Modify	Updated communication frequency for executive stakeholders.	Project Manager	Sponsor
April 4, 2025	0.1	Assumptions & Constraints	Add	Added constraint regarding integration with legacy accounting system.	IT Department	Project Manager
April 2, 2025	0.1	BRD	Remove	Removed requirement for integration with CRM system (deferred to future phase).	Steering Committee	Sponsor
March 31, 2025	0.1	Project Charter	Add	Initial draft of project charter created.	Project Manager	Sponsor

Change Management Process

All changes to the Financial Management System requirements follow a formal change management process:

1. **Change Request:** Stakeholders submit change requests to the Business Analyst or Project Manager.

2. **Impact Analysis:** The project team assesses the impact of the proposed change on scope, schedule, and resources.
3. **Review:** The Change Control Board reviews the change request and impact analysis.
4. **Approval/Rejection:** The Change Control Board approves or rejects the change request.
5. **Implementation:** Approved changes are implemented and documented in the Change Log.
6. **Communication:** All stakeholders are notified of approved changes.