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| Meeting Room Book System – Team1 |
| Change Management Plan |
| Version 1.2 |

**Revision History**

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| --- | --- | --- | --- |
| Version | Date | Author | Content |
| Huyen Le | 06/25/2012 | Create document | 1.0 |
| Huyen Le | 06/28/2012 | Update information | 1.1 |
| Huyen Le | 06/30/2012 | Update detail | 1.2 |

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# Introduction

## Purpose

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| *The purpose of* Change Management Plan *is* | |
| * Ensure all changes in the project are reviewed and approved during the development * All changes in the project and coordinate * Everyone who have responsibility be reported on the changes that have been approved for projects | |
| *All change requests (Change Request) must be submitted as a request to change form is provided* | [**Project Change Request Form**](Change%20Request%20Form.doc) |
| *The project team should keep a log of all Change Request* | [**Project Change Request Log**](Project%20Change%20Request%20Log.doc) |

## Goals

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| *Goals of*  Change Management Plan *is:* |
| * Give the right considerations to all requests for replacement * Identify, evaluate, approve, and track till when completed * Edit Project Plan to respond the impact of the changes required * Putting appropriate people (depending on the nature of change is required) to discuss * Negotiation of changes and exchange them with members be affected |

## Responsibility

| The person responsible for Change Management | Responsible |
| --- | --- |
| Project Change Manager (with Project Team) | Develop Change Management Plan. |
| Project Change Manager & Project Manager | Mitigating or performing change management process. This process may result in changes to the scope, schedule, cost, and quality of plans. You may need to add resources |
| Members of Project Team appointed | Keep a log of change requests |
| Project Manager | Steering review of all change management activities with the senior management periodically  Ensure resources and appropriate funding available to assist the implementation of Change Management Plan  Ensure Change Management Plan is executed |

# Change Process



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| *The way of change request is handled in MRBS project* | | |
| Change Management Process occur in six steps:   1. Display Change Request (CR\_ change request) was written. 2. Consider the CR and the acceptance or removal for further analysis 3. If approved, do the analysis and develop a proposal. 4. Accept or removal proposal. 5. If approved, update project documents and rescheduled. 6. Notify everyone who concerned about the change. | | |
| The detailed description of the change management process: | | |
| 1. **Any stakeholders may request or determine changes. They use the Change Request Form to write out the nature of the change request** | | |
| 1. **The completed form is sent to the assigned members of the project team, who import CR on the Project Change Request Log** | | [**Project Change Request Log**](Project%20Change%20Request%20Log.doc) |
| 1. **The CR is reviewed daily by the Project Manager or Change Manager, and assigned one of four results:** | | |
| * Eliminate | * The notice is sent to the proponent * The submission may request a review (to the project team) * The project team reviewed CR in later meetings | |
| * Deferred: | * Project Team is scheduled to review the CR on the a predetermined date * Inform the proposed * The submission can’t agree and request again * Project Team review at their CR meeting | |
| * Accept analysis immediately | * Assign a person begins analyzing the impact * Project Team be notified | |
| * Accept attention by the project team | * Project Team review CR in next week. | |
| 1. **All of the CR is pending to review at project team meetings. The results can be:** | | |
| * Eliminate: | * Report submitted to the * Persons may submit objections (to the Project Manager, and possibly to the monitoring committee) * A review of the Project Manager is final | |
| * Deferred: | * Project Team is scheduled to review the CR on the some day * Inform the proposed | |
| * Accept analyzing | * Assign a person begins analyzing the impact * Inform the proposed | |
| 1. **When analyzing is complete, the project team will review the analysis results. The results can be:** | | |
| * Eliminate: | * Notify the proponent * People can submit proposals to the Project Manager * Consideration of the Executive Committee is final | |
| * Accept | * Project Team accept the nomination of the analyzing * Notify Project Manager as follows: * CR affects less - Just notice, do not require any action * CR Impact medium - Project Manager is required review, and no other activities required   - CR influenced - Project Manager approval is required | |
| * Return to analyze more | Project Team has questions or request to be sent back to the analyzing for further consideration | |
| 1. **CR is accepted to be forwarded to the Project Sponsor to review the nominations. The results can be:** | | |
| * Eliminate | * Notify the proposed * Persons may submit proposals to the Project Manager * Consideration of the Project Manager is final | |
| * Accept | * Notify the proposed * Project Team update the project documents related * Project Team plans again * Project Team works on new plan | |
| * Return to analyze more | * Project Manager have questions or suggestions are sent back to the analyzing for further consideration * Notify the proposed * The analyzing's recommendation is reviewed by the project team (back to step 5) | |

# The attention on the change management process

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| --- | --- | --- |
| 1. **Change Request :** | | |
| * Are included in the project only when the Project Manager and Project Team agreed to recommend activities | | |
| 1. **CR may be** | | |
| * *Little effect - no effect on the cost or time.* * *Impact medium - moderate impact to cost and time, or not affect the cost or time, but the quality was attenuated. If the opposition impact, Sponsor review and approval is required* * *Major impact - significant impact to cost, time or quality. If the impact is negative, Project Manager review and approval is required* | | |
| 1. **In SMS** | | |
| * *Medium Impact - less than a week in the calendar changes, and one or several primary use case is reduced* * *Major impact - more than a week in the calendar changes and one or a few primary use case is lost* | | |
| 1. **All changes will require a project update the project documents:** | | |
| * *Little effect - almost the only changes required to update documents and specification required* * *Effect Medium or large - depending on the type of changes, the following documents (minimum) must be reviewed and updated requirements* | | |
| Change type | The documents to review (and update if necessary) | |
| Scope | * Scope Statement and WBS * Project Schedule * Resource Plan * Risk Log * Requirements * Specifications | |
| Schedule | * Project Schedule * Resource Plan * Risk Log | |
| Quality | * Project Schedule * Resource Plan * Risk Log * Quality Plan * Requirements * Specifications | |
| 1. **Project document** | | |
| When the project documents are changed, the history of versions is updated in the document and the previous version is kept in the archives. The accessing to edit project documents is limited to the Project Manager and individuals specified in the Project Team. | | |
| * For SMS this project, all documents are stored at: | | |
| **[ x ]** Version management system: | | Subversion |
| **[ x ]** Project Team Storing center: | | Computer of Project Manager |
| **[ ]** Another place | |  |
| * Paper are stored at: | | |
| **[ x ]** Project management notebook: | | Project Manager |
| **[ ]** Another | |  |
| * The following personal can access to edit project documents | | |
| Roles | | Documents |
| Project Manager | | * All existing documents * Repository of projects |
| Quality Manager (Project Manager) | | * Project Schedule * Resource Plan * Risk Log * Quality Plan * Requirements * Specifications |
| Change Manager (Project Manager) | | * Project Schedule * Resource Plan * Risk Log * Requirements * Specifications * Change Management Plan |
| Risk Manager (Project Manager) | | * Risk Log * Risk Management Plan |
| Configuration Manager (Project Manager) | | * Requirements * Specifications * Configuration Management Plan |

# Project Change Management Plan / Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| Project Name: | MRBS Project | | |
| Project Manager: | Van Le | | |
| *I saw the contents of the risk management plan and agree* | | | |
| Name | Role | Signature | Date |
| Van Le | Project Manager |  | 28th Jun 2012 |
| Tam Do | Change Manager |  | 28th Jun 2012 |
| Van Le | Reviewer Change Manager |  | 28th Jun 2012 |
| Tam Do | Change Request Form |  | 28th Jun 2012 |
|  | Reviewer |  |  |
|  | Reviewer |  |  |