

Committee board:

Director: Lead and ultimate vote in case of a tie.

Development Manager: Oversees technical feasibility of the change.

Cost Analyst and Company Financial Representative: Assesses financial and budgetary impact.

Legal Representative: Verifies the legal compliance of the change.

Policy and Steps for Decision-Making

Step 1: Change Request Submission

A project team member or any interested party can submit a Change Request. The request should include a detailed description of the proposed change, its justification, and the expected impact on the project.

Step 2: Initial Evaluation

The Project Director and Development Manager conduct an initial evaluation of the request to determine if it meets basic criteria, such as technical feasibility and alignment with project objectives. If the request does not meet these criteria, it is rejected at this stage.

Step 3: Detailed Analysis

If the request passes the initial evaluation, the Cost Analyst and Company Financial Representative perform a detailed analysis of the costs associated with the Change Request and its financial impact on the project.

Step 4: Legal Review

The Legal Representative reviews the request to ensure it complies with relevant regulations and legal requirements. Possible legal implications of the proposed change are also assessed.

Step 5: Technical Assessment

The Technical Specialist analyzes the technical feasibility of the change, including its compatibility with the existing architecture and any impact on system quality.

Step 6: Presentation to the Board

If the request successfully passes through all the previous stages, it is presented to the Board for final review. The board discusses the Change Request based on expert reports and makes a decision.

Step 6: Decision-Making

Each board member expresses their opinion and vote on whether to accept or reject the Change Request.

If there is consensus, and all members agree, the decision is made by majority vote.

In case of a tie or lack of consensus, the Project Director has the ultimate vote and makes the final decision.

This approach ensures that the Project Director bears the responsibility of making the final decision in situations where there is no agreement within the board. However, all board members are encouraged to voice their opinions and votes for a more informed decision-making process.

Step 7: Decision Communication

Once a decision is reached, it is communicated to all stakeholders, including the requester of the Change Request, and appropriate action is taken accordingly. If approved, the change is implemented. If rejected, clear reasons for the decision are provided.

This policy keeps the board without the inclusion of technical experts as permanent members. Technical experts can still be consulted as needed during the evaluation process.