**Project Name: CCVAI Project**

**Date Request Submitted:** 01/27/2021

**Title of Change Request:** Minimum Page Requirements for Scope Statement

**Change Order Number:** 0001

**Submitted by**: Prof. Herszon

**Change Category:** Scope Statement

**Description of change requested:**

Length of scope statement in terms of page count was initially undefined. However, Professor Herszon clarified that the minimum amount of pages should be 20.

**Events that made this change necessary or desirable:**

Discussions with Prof. Herszon during class sessions and breakdown discussions highlighted the need for this change.

**Justification for the change/why it is needed/desired to continue/complete the project:**

Scope statement needs to be robust and capture all details.

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1.5 additional hours per person **Cost:** $75

**Staffing:** All team members provided extensive details in order to meet scope statement

**Risk: Low** This change will require additional work on scope statement document

**Other:** None

**Suggested implementation if the change request is approved:** Team to spend additional hours developing an extensive scope statement document and got reimbursed for those efforts

**Required approvals: Prof. Herszon & Cameron Clark**

| **Name/Title** | **Date** | **Approve/Reject** |
| --- | --- | --- |
| Cameron Clark / Project Manager | 02/08/2021 | Approve |
| Prof. Herszon /  Client | 02/10/2021 | Approve |

**Project Name: CCVAI Project**

**Date Request Submitted:** 03/4/2021

**Title of Change Request:** WBS

**Change Order Number:** 0002

**Submitted by**: Project Team

**Change Category:** WBS

**Description of change requested:**

Project team completed the initial WBS which was too extensive

**Events that made this change necessary or desirable:**

Project team met with Prof. Herszon to share initial version of WBS

**Justification for the change/why it is needed/desired to continue/complete the project:**

Prof. Herszon stated that the WBS was too extensive

**Impact of the proposed change on:**

**Scope:** None **Schedule:** 1 additional hours per person **Cost: $**50

**Staffing:** All team members reviewed our WBS in order to make necessary edits

**Risk: Low** This change will require additional work on the WBS

**Other:** None

**Suggested implementation if the change request is approved:** Team to an additional hour editing the WBS and will be compensated for the same

**Required approvals: Prof. Herszon & Cameron Clark**

| **Name/Title** | **Date** | **Approve/Reject** |
| --- | --- | --- |
| Cameron Clark / Project Manager | 03/12/2021 | Approve |
| Prof. Herszon /  Client | 03/16/2021 | Approve |