

24th Oct, 2019

Change Request

Dear Project Manager,

In a recent survey, I have identified two additional features that should be included in the event booking system that you are responsible for. I require that you implement at least one such feature.

1. User management function: this function will allow a new user role (user administrator) to create accounts in the system, log into the system, manage the accounts, and viewing the activity history (when was last login and logout) of the account. Please note that a user administrator role is a UOW staff but cannot take on any other roles (i.e. cannot be a normal staff user or student user).
2. System administration function: this function will allow a new user role (super user) to perform administrative operations, to approve all newly created events before it is shown to students to book, viewing the current status of an event (e.g. pending approval or approved), and viewing the usage of a particular venue based on a selected date range. Please note that a super user is a staff but cannot take on any other roles (i.e. cannot be a normal staff user or student user).

Please feel free to have a discussion with me to obtain further information.

Yours sincerely,

CIO

Explanatory notes:

1. This is a change request in project scope. If your group has not included either of these two requirements, please select any ONE requirement and perform integrated change control to manage this change. If your group has already included one of these requirements, please select the other requirement and perform integrated change control to manage this change. If your group has already included both requirements in the current project plan, talk to your tutor in the lab and we will give you a new requirement.
2. After the change request scope is determined, undertake a study of the amount of effort required, any possible effect on timeline, budget adjustments, new risks, needs for communication, etc.
3. Use the template change request form to document the change request, make changes to relevant project documents and seek your tutor's approval. Do NOT overwrite the original project documents.
4. You are allowed to work on the changes even before they are approved (although in theory you should not). This is because of the time constraints.
5. If you require an extension in time, it may be granted on a case-by-case basis but a maximum extension is 2 days.