

UNIVERSITY OF WOLLONGONG
PROJECT OFFICE

PROJECT CHANGE REQUEST FORM

This Project Change Request Form must be completed to request approval for a significant change to the approved Project Plan.

1. PROJECT DETAILS

Name of Project
UOW Event Booking System

2. REQUEST DETAILS

Date of Request	Request No.	Name of Requestor	Project Position
24 October 2019	001	Terence Chew	CIO

3. CHANGE DETAILS

Project Category	Proposed Change	Reason for Variance
Scope	User management function	Request from CIO
Time		
Cost		
Quality		
Risk Management		
Communications		

4. CHANGE JUSTIFICATION

	Immediate	Essential	Urgent	High	Medium	Low
Priority	✓					
Expected benefit(s)	Segregation of roles					

5. IMPACT OF CHANGE

<ul style="list-style-type: none">- Extra Cost of \$13,280 more required during execution phase- 33 hours more man working hours covered by buffer- Extra Scope of adding a user management function to do segregation of roles- Additional test cases for the user administrator account- Human Resource Planning
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6. SUPPORTING DOCUMENTATION

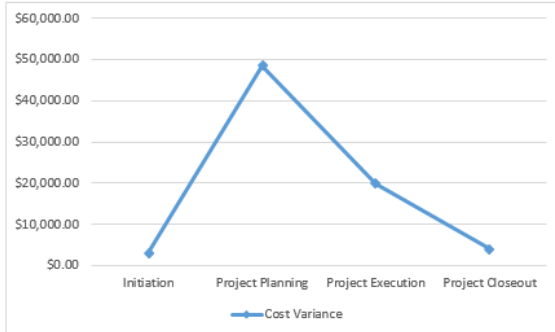
Scope Statement version 2 of the new changes
Project Schedule version 2 of the new changes after 24 th October
Risks register version 3 for the new changes
Cost baseline document depicting new additional cost required (cost overruns before and after)
New test scripts for additional features from the new change (Version 2, 3)
Human Resource Plan Version 2

Before Change Request

COST OVERRUNS

TASK COST VARIANCE

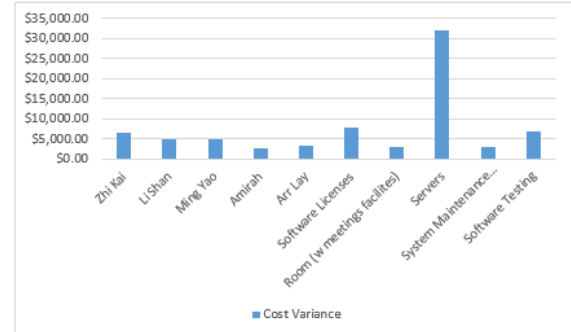
Cost variance for all top-level tasks in the project.



Name	% Complete	Cost	Baseline Cost	Cost Variance
Initiation	100%	\$3,200.00	\$0.00	\$3,200.00
Project Planning	100%	\$48,600.00	\$0.00	\$48,600.00
Project Execution	21%	\$19,720.00	\$0.00	\$19,720.00
Project Closeout	0%	\$4,000.00	\$0.00	\$4,000.00

RESOURCE COST VARIANCE

Cost variance for all the work resources.



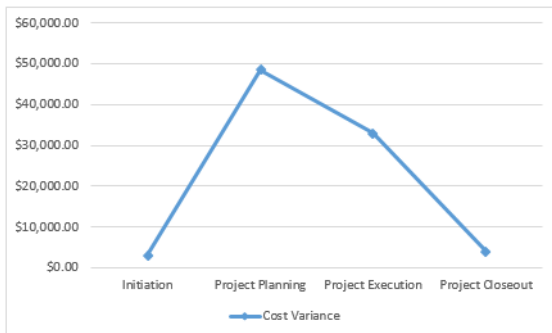
Name	Cost	Baseline Cost	Cost Variance
Zhi Kai	\$6,440.00	\$0.00	\$6,440.00
Li Shan	\$5,040.00	\$0.00	\$5,040.00
Ming Yao	\$5,040.00	\$0.00	\$5,040.00
Amirah	\$2,800.00	\$0.00	\$2,800.00
Arr Lay	\$3,200.00	\$0.00	\$3,200.00

After Change Request (Completed project)

COST OVERRUNS

TASK COST VARIANCE

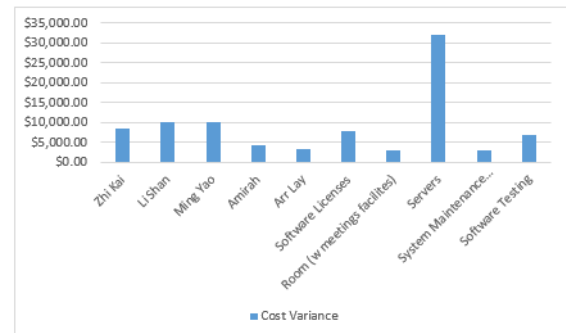
Cost variance for all top-level tasks in the project.



Name	% Complete	Cost	Baseline Cost	Cost Variance
Initiation	100%	\$3,200.00	\$0.00	\$3,200.00
Project Planning	100%	\$48,600.00	\$0.00	\$48,600.00
Project Execution	100%	\$33,000.00	\$0.00	\$33,000.00
Project Closeout	100%	\$4,000.00	\$0.00	\$4,000.00

RESOURCE COST VARIANCE

Cost variance for all the work resources.



Name	Cost	Baseline Cost	Cost Variance
Zhi Kai	\$8,360.00	\$0.00	\$8,360.00
Li Shan	\$9,960.00	\$0.00	\$9,960.00
Ming Yao	\$9,960.00	\$0.00	\$9,960.00
Amirah	\$4,200.00	\$0.00	\$4,200.00
Arr Lay	\$3,320.00	\$0.00	\$3,320.00

Additional \$13,280 during the project execution phase for additional working hours the team has to work.