

**CHANGE MANAGEMENT PLAN**  
**D7 Auto Service Center Web-App**

**D7 AUTO SERVICE CENTER**  
**C.M. DE LOS REYES AVENUE, MANGGAHAN,**  
**GENERAL TRIAS, 4107 CAVITE, PHILIPPINES**

**MARCH 20, 2022**

## TABLE OF CONTENTS

INTRODUCTION .....	2
CHANGE MANAGEMENT APPROACH .....	2
DEFINITIONS OF CHANGE .....	2
CHANGE CONTROL BOARD .....	3
ROLES AND RESPONSIBILITIES .....	4
CHANGE CONTROL PROCESS .....	4

## INTRODUCTION

The Change Management Plan was created for the D7 Auto Service Center Web-App project in order to set expectations on how the approach to changes will be managed, what defines a change, the purpose and role of the change control board, and the overall change management process. All stakeholders will be expected to submit or request changes to the D7 Auto Service Center Web-App Project in accordance with this Change Management Plan and all requests and submissions will follow the process detailed herein.

## CHANGE MANAGEMENT APPROACH

The Change Management approach for the D7 Auto Service Center Web-App Project will ensure that all proposed changes are defined, reviewed, and agreed upon so they can be properly implemented and communicated to all stakeholders. This approach will also ensure that only changes within the scope of this project are approved and implemented.

The Change Management approach is not to be confused with the Change Management Process which will be detailed later in this plan. The Change Management approach consists of three areas:

- Ensure changes are within scope and beneficial to the project.
- Determine how the change will be implemented.
- Manage the change as it is implemented.

The Change Management process has been designed to make sure this approach is followed for all changes. By using this approach methodology, the Elite Four Team will prevent unnecessary change from occurring and focus its resources only on beneficial changes within the project scope.

## DEFINITIONS OF CHANGE

There are several types of changes which may be requested and considered for the D7 Auto Service Center Web-App Project. Depending on the extent and type of proposed changes, changes to project documentation and the communication of these changes will be required to include any approved changes into the project plan and ensure all stakeholders are notified. Types of changes include:

- **Scheduling Changes:** changes which will impact on the approved project schedule. These changes may require fast tracking, crashing, or re-baselining the schedule depending on the significance of the impact.

The project manager must ensure that any approved changes are communicated to the project stakeholders. Additionally, as changes are approved, the project manager must ensure that the changes are captured in the project documentation where necessary. These document updates must then be communicated to the project team and stakeholders as well.

## CHANGE CONTROL BOARD

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the D7 Auto Service Center Web-App Project. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the D7 Auto Service Center Web-App Project:

Name	Position	Role
Anne Sydney R. Simpelo	Project Sponsor	Project Client
Andre O. Viernes	Project Manager	Scrum Master
Dan Michael C. Alfaras	Web Developer	Product Owner
Alyssa L. Garcia	Web Developer	Scrum Team
Francesca Erin R. Camino	Project Tester	Stakeholder

## ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities for all change management efforts related to the D7 Auto Service Center Web-App Project:

### Project Sponsor:

- Approve all changes to budget/funding allocations.
- Approve all changes to schedule baseline.
- Approve any changes in project scope.

### Project Manager:

- Receive and log all change requests from project stakeholders.
- Conduct preliminary risk, cost, schedule, scope analysis of change prior to CCB.
- Seek clarification from change requestors on any open issues or concerns.
- Make documentation revisions/edits as necessary for all approved changes.
- Participate on CCB

### Web Developer:

- Developing the features of the web-app backend
- Developing the UI of the web-app frontend
- Testing the features implemented for possible improvements.

### Project Team/Stakeholders:

- Submit all change requests on standard organizational change request forms.
- Provide all applicable information and detail on change request forms.
- Be prepared to address questions regarding any submitted change requests.
- Provide feedback as necessary on impact of proposed changes.

## **CHANGE CONTROL PROCESS**

The Change Control Process for the D7 Auto Service Center Web-App Project will follow the organizational standard change process for all projects. The project manager has overall responsibility for executing the changemanagement process for each change request.

- 1) Identify the need for a change (Stakeholders) – Change requestor will submit a completed change request form to the project manager.
- 2) Log change in the change request register (Project Manager) – The project manager will keep a log of all submitted change requests throughout the project's lifecycle.
- 3) Evaluate the change (Project Manager, Team, Requestor) – The project manager will conduct a preliminary analysis on the impact of the change to risk, cost, schedule, and scope and seek clarification from team members and the change requestor.
- 4) Submit change request to CCB (Project Manager) – The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.
- 5) Obtain Decision on change request (CCB) – The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.
- 6) Implement change (Project Manager) – If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary.

## **SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:



---

Ms. Anne Sydney Reyes-Simpelo  
D7 Auto Service Center Owner

Date: February 21, 2023