**Change Log –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Overview**

The Change Log documents and tracks all approved and implemented changes to the project, including their impact on scope, schedule, budget, and other project aspects. It ensures that changes are managed effectively and transparently.

**Change Log Table**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Change ID** | **Change Description** | **Change Type** | **Requested By** | **Date Requested** | **Impact Area** | **Approval Status** | **Approved By** | **Date Approved** | **Implementation Status** | **Comments** |  |
| CHG-001 | Extend design phase by 1 week due to delays in documentation review | Schedule | Design Lead | 02/01/2025 | Schedule, Milestones | ✅ Approved | Project Sponsor | 02/02/2025 | 🔄 In Progress | Minor delay, no budget impact |  |
| CHG-002 | Increase QA team resources by 2 FTEs to meet testing deadlines | Resource | QA Lead | 02/05/2025 | Resources, Budget | ✅ Approved | Project Sponsor | 02/06/2025 | ✅ Implemented | Budget adjusted by $15,000 |  |
| CHG-003 | Adjust material procurement schedule to mitigate vendor delays | Schedule | Procurement Manager | 02/10/2025 | Schedule, Risk | ⏳ Pending Review | - | - | ⏳ Pending | Review meeting scheduled for 02/15/2025 |  |
| CHG-004 | Add additional integration testing to the schedule for improved reliability | Scope | Integration Lead | 02/12/2025 | Scope, Schedule | ⏳ Pending Review | - | - | ⏳ Pending | May impact the timeline by 1 week |  |
| CHG-005 | Allocate contingency funds for increased material costs due to market fluctuations | Budget | Finance Manager | 02/14/2025 | Budget | 🔄 Under Review | - | - | ⏳ Pending | Budget adjustment request for $10,000 |  |

**Change Prioritization**

|  |  |  |
| --- | --- | --- |
| **Priority** | **Definition** | **Examples** |
| **High** | Critical to project success or timelines | CHG-002, CHG-004 |
| **Medium** | Significant but manageable impact | CHG-001, CHG-005 |
| **Low** | Minimal impact or easy implementation | CHG-003 |

**Change Details**

**CHG-001: Extend Design Phase**

* **Description:** Extend design phase by 1 week due to delays in documentation review.
* **Impact:** Schedule delay of 1 week, no budget impact.
* **Resolution:** Approved; milestones adjusted accordingly.
* **Status:** 🔄 In Progress

**CHG-002: Increase QA Resources**

* **Description:** Hire 2 additional QA team members to meet testing deadlines.
* **Impact:** Budget increased by $15,000, no schedule impact.
* **Resolution:** Approved; resources onboarded successfully.
* **Status:** ✅ Implemented

**Change Request Review Process**

|  |  |  |
| --- | --- | --- |
| **Step** | **Description** | **Responsible Party** |
| **Submission** | Change request submitted by team member or stakeholder. | Requestor |
| **Impact Analysis** | Assess impact on scope, schedule, budget, and resources. | Project Manager |
| **Approval/Review** | Reviewed by Change Control Board (CCB) or Project Sponsor. | CCB/Project Sponsor |
| **Implementation** | Approved changes implemented in the project plan. | Relevant Team Leads |
| **Monitoring** | Monitor impact and results of the change. | Project Manager |

**Summary of Approved Changes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Changes Requested** | **Approved Changes** | **Pending Changes** | **Rejected Changes** |
| 5 | 2 | 3 | 0 |

**Approval Section**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Manager | [Signature] | [MM/DD/YYYY] |
| Project Sponsor | [Signature] | [MM/DD/YYYY] |
| Change Control Board | [Signature] | [MM/DD/YYYY] |

**Conclusion**

The Change Log ensures that all project changes are tracked, evaluated, and managed effectively. Regular updates will ensure transparency and alignment with project goals.