**Change Management Plan –** Integrated NPI Build Optimization Framework for Hardware Development

By

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**Name of Project:**

Integrated NPI Build Optimization Framework for Hardware Development

**Purpose**

The **Change Management Plan** outlines the process for managing changes throughout the project lifecycle. This plan ensures that all changes to the project scope, schedule, cost, and quality are properly identified, evaluated, approved, and implemented.

**Objectives**

* Establish a formal process for managing project changes.
* Ensure changes align with project goals and stakeholder expectations.
* Minimize disruption caused by unapproved or uncontrolled changes.
* Provide clear roles and responsibilities for change management.

**Change Management Process**

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| **Step** | **Description** |
| **Step 1: Identify Change** | A project team member identifies a potential change to the project. |
| **Step 2: Document Change Request** | Complete a **Change Request Form** detailing the change, reason, impact, and urgency. |
| **Step 3: Impact Analysis** | Project Manager evaluates the change’s impact on scope, time, cost, and quality. |
| **Step 4: Review and Approval** | The **Change Control Board (CCB)** reviews the request and approves, rejects, or defers it. |
| **Step 5: Implement Change** | Approved changes are incorporated into the project plan and executed accordingly. |
| **Step 6: Communicate Change** | Communicate approved changes to all stakeholders. |
| **Step 7: Monitor and Track** | Monitor the impact and effectiveness of the change. |

**Roles and Responsibilities**

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| **Role** | **Responsibility** |
| **Project Sponsor** | Approves major changes impacting project scope, budget, or timeline. |
| **Project Manager** | Oversees the change management process, conducts impact analysis, and implements changes. |
| **Change Control Board (CCB)** | Reviews and approves/rejects high-impact change requests. |
| **Project Team Members** | Identify and submit change requests and support change implementation. |
| **Stakeholders** | Provide feedback on proposed changes and are informed of approved changes. |

**Change Request Form Template**

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| **Change Request Information** | **Details** |
| **Change Request ID:** | [Unique ID] |
| **Requested By:** | [Name of Requestor] |
| **Date Requested:** | [MM/DD/YYYY] |
| **Change Description:** | [Detailed description of the change] |
| **Reason for Change:** | [Why is this change needed?] |
| **Impact Assessment:** | [Scope, Cost, Schedule, Quality] |
| **Priority Level:** | High / Medium / Low |
| **Proposed Solution:** | [How will the change be implemented?] |
| **Approval Status:** | Approved / Rejected / Deferred |
| **Approver Name:** | [Name of Approver] |
| **Date of Approval:** | [MM/DD/YYYY] |

**Change Impact Analysis**

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| --- | --- |
| **Category** | **Evaluation Criteria** |
| **Scope Impact** | Will this change expand, reduce, or alter the project scope? |
| **Schedule Impact** | Will the timeline be extended or compressed? |
| **Cost Impact** | Will the project budget increase or decrease? |
| **Resource Impact** | Will additional resources or skills be required? |
| **Risk Impact** | Does this change introduce new risks or mitigate existing ones? |

**Change Approval Levels**

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| --- | --- |
| **Change Type** | **Approval Authority** |
| **Low Impact Changes** | Project Manager |
| **Moderate Impact Changes** | Change Control Board (CCB) |
| **High Impact Changes** | Project Sponsor and Change Control Board (CCB) |

**Change Control Board (CCB)**

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| --- | --- |
| **Member** | **Role** |
| **Project Manager** | Facilitates the change management process. |
| **Project Sponsor** | Approves high-impact changes. |
| **Finance Manager** | Evaluates financial impact. |
| **Quality Assurance Lead** | Reviews quality implications. |
| **Risk Manager** | Assesses risk impact of proposed changes. |

**Change Tracking and Monitoring**

* **Change Log:** Maintains a record of all submitted, approved, and rejected changes.
* **Status Updates:** The Project Manager provides weekly updates on change requests.
* **Post-Implementation Review:** Evaluates the impact and success of implemented changes.

**Change Log Template**

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| --- | --- | --- | --- | --- | --- | --- |
| **Change ID** | **Description** | **Status** | **Impact** | **Decision** | **Date Implemented** |  |
| CR-001 | Update dashboard design | Under Review | Medium | Pending | N/A |  |
| CR-002 | Add new data analytics tool | Approved | High | Approved | 02/20/2024 |  |
| CR-003 | Extend testing timeline | Rejected | High | Rejected | N/A |  |

**Change Communication Strategy**

* **Approved Changes:** Communicated during weekly team meetings and via email updates.
* **Rejected Changes:** Communicated with reasons for rejection and alternative suggestions.
* **Stakeholder Updates:** Regular reporting to stakeholders on major changes.

**Risk Management for Changes**

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| **Risk** | **Mitigation Strategy** |
| **Scope Creep** | Strict change approval process for scope changes. |
| **Schedule Delays** | Conduct impact analysis before approval. |
| **Budget Overruns** | Pre-approve budget limits for change requests. |
| **Resource Overload** | Reallocate or acquire additional resources. |

**Approvals**

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| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Project Sponsor | [Signature] | [Date] |
| Project Manager | [Signature] | [Date] |
| Change Control Board Chair | [Signature] | [Date] |

**Conclusion**

This **Change Management Plan** ensures that all project changes are handled systematically and align with project goals. It minimizes disruption by controlling how changes are identified, assessed, approved, and implemented.