**Project Change Management Plan**

**BARANGAY SOUTH SIGNAL VILLAGE WEB-APP**

**128 Col. Ballecer St Cor. Gen. Espino St. Zone 6**

**South Signal Village, Taguig City**

**May 05,2023**

Table of Contents

[Introduction 3](#_Toc136202074)

[Change Management Approach 3](#_Toc136202075)

[Definitions of Change 3](#_Toc136202076)

[Change Control Board 4](#_Toc136202077)

[Roles and Responsibilities 4](#_Toc136202078)

[Change Control Process 5](#_Toc136202079)

# Introduction

Change Management is a very important part or step of a successful project. The change management process defines the steps used to identify and make changes to a project including the scope of it. This ensures that the appropriate things are in place like the development, design of the web app, execution, and what the barangay’s still need. A comprehensive and structured approach to change management is very important to the success of the project that will bring about significant changes/s. An effective change management will enhance the performance and ensure the continuous improvement of the team’s project web application.

# Change Management Approach

In this section, the team outlines the web application's approach to managing changes throughout the project lifecycle. The goal is to ensure consistency and repeatability process in managing the changes, which would guarantee the effectiveness of our change management approach.

1. The team would look through the web application's errors, notably spelling mistakes, grammar, word usage, and consistency in the use of words. The team will take note of these changes for further review if the change is sufficient.
2. Communication between the client about the web application if any additional changes are needed. This will also help the team inquire about the web application if there are unsure/needed revisions.
3. The team will document the changes to ensure the changes are consistent as well as in line with our scope.
4. For large/significant changes to be implemented, we ensure that the clients are involved in the plan so that the team is still on track and consistent.

# Definitions of Change

There are several types of changes that may be requested and considered for the Webapp Project. Depending on their extent and type, changes to project documentation and communication will be required to include approved changes in the project plan and notify the client.

Scope Changes refer to modifications that are necessary and impact on the project's scope, possibly as a result of unforeseen requirements not initially planned for. These changes may also require revisions to the ERD, state machine, project scope statement, and other project documentation.

The team must ensure that any approved changes are communicated to the client and captured in the project documentation as necessary. These updated documents must then be shared with the project team, advisor, and client.

# Change Control Board

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the Barangay South Signal Village web-app. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, scope, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the web-application project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| Hon. Michelle Odevilas | Project Sponsor | CCB Chair |
| Mikedale B. Dellera | Project Manager | CCB Member |
| Wilkins V. Caducio | Product Owner | CCB Member |
| Jakerson B. Bermudo | Scrum Master | CCB Member |

As change requests are submitted to the Project Manager by the project team/stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every other Friday to review all change requests. For a change request to be approved, all CCB members must vote in favor. In the event more information is needed for a particular change request, the request will be deferred and sent back to the requestor for more information or clarification. If a change is deemed critical, an ad hoc CCB meeting can be called in order to review the change prior to the next scheduled bi-weekly CCB meeting.

# Roles and Responsibilities

The following are the roles and responsibilities for all change management efforts related to the Barangay South Signal Village Web App:

**Project Sponsor:**

* Approve all major changes to the web application.
* Approve all changes to schedule baseline.
* Approve any changes in project scope.
* Chair the CCB

**Project Manager:**

* Receive and log all change requests from project team.
* Conduct preliminary risk, schedule, and 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

**Project Team:**

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

# Change Control Process

The change control process for the Team Developmentality of the South Signal Village Web Application will be guided by the standard change process for this project. The product owner and the scrum master are responsible for executing the change management procedure for every change request with the support of the project secretary and the rest of the team.

1. **Change Request** - A change request may be created by any team member, client, subject adviser, project adviser, or panelist. It must be documented on a formal change request form and submitted to the project secretary.
2. **Logging the Request** - The project secretary will log all change requests and provide them to the product owner and scrum master.
3. **Evaluation** - The product owner, in conjunction with the scrum master and the project adviser, will evaluate the change request through a meeting. They will assess the impact on the project's scope, timeline, and resource allocation and determine if the request is within the project plan's scope.
4. **Change Request Decision** - The change request will be approved or rejected by the product owner, scrum master, project adviser, and subject adviser. If approved, the project plan will be updated to incorporate the change.
5. **Implementation** - The approved change will then be carried out by the team based on its level of complexity. If the change involves updating documentation, the product owner will lead the team, and if it involves code updates or testing, the scrum master will be responsible for implementation. The team will ensure that the change meets the requirements specifications.
6. **Documentation** - The change will be documented properly by the project secretary, and it should be communicated to all project team members and their clients.
7. **Review** - The team will review the change to ensure it has been implemented as intended and the project still aligns with the project objectives.

The South Signal Village Web Application project's change control process gives Team Developmentality a framework for successfully implementing approved changes, communicating these updates, and maintaining project documentation. They may make sure the project is successful with the help of the scrum master and the product owner, who will serve as the team's leader.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

Hon. Michelle Ann Odevilas

Barangay Captain