**Change Management Plan**

**Villamin Wood and Iron Works Ordering System**

**Villamin Wood and Iron Works**

**G367+F29, MRT Ave**

**Taguig, 1632**

**6.6. Change Management Plan**

**6.6.1. Introduction**

The Change Management Plan was created to facilitate the successful implementation of changes during the creation of the project. The plan is to outline the process and procedures of any changes that may arise such as schedule and cost. This plan will ensure that changes are properly evaluated, communicates, and implemented to minimize disruptions, adhere to the project’s plan, and maintain project success.

**6.6.2. Change Control Board**

The Change Control Board is crucial to maintain stability, minimize risks, and provide a structured and systematic approach to change management. By establishing a Change Control Board, the team MLNSD can initiate clear guidelines and procedures for handling changes Cost Management Plan.

The Change Control Board consists of representatives that are responsible for evaluating and approving or rejecting changes within the Villamin Wood and Iron Works Ordering System. The table below shows the roles and responsibilities of each representative for the modifications to the project plan:

|  |  |  |
| --- | --- | --- |
| Role | Name | Responsibilities |
| Project Sponsor/Business Owner | Manuel Villamin | * Communicates the need for change and gains support from stakeholders. * Approves the change management plan and ensures adequate resources are allocated. |
| Project Manager | Mabelle Aspeli | * Assesses proposed changes for evaluation, providing relevant information, analysis, and recommendations. * Implements approved changes and ensures they are properly integrated into the project plan and communicated to the team. |
| Team Leader | Leigh Curtis Camara | * Assists the project manager in assessing the impact of proposed changes on the team's tasks, deliverables, and timeline. * Implements approved changes within their team, ensuring clear communication, proper coordination, and timely execution. |
| Stakeholder | Sofia Emmanuelle Villamin | * Develop and deliver communication plans, messages, and materials to the project sponsor. * Participate in the change management process |

**6.6.3. Roles and Responsibilities**

The change management process involves various roles and responsibilities to ensure a smooth transition and successful implementation of changes within the Villamin Wood and Iron Works Ordering System. The roles and responsibilities are shown below:

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
| Mabelle Aspeli | Project Manager | * Develops and implements the change management strategy and plan. * Identifies and manages potential risks and resistance to change. |
| Leigh Curtis Camara | Team Leader | * Works closely with the project manager and project stakeholder to implement the change initiative. * Assists in identifying and mitigating risks associated with the change. |
| Sofia Emmanuelle Villamin | Stakeholder | * Support and communicate the change to the team. * Comply with the changes and adapt their work practices accordingly. |
| Nathaniel Sison | Team Developer | * Collaborate with each of the team members to ensure the changes align with the project plans. * Design and implement the necessary code changes, integrations, or configurations. |
| Dale Joshua Domingo | Team Secretary/Developer Support | * Maintain documentation and records related to change management processes. * Provide technical support during the implementation phase and address any issues that arise. |
| Ludwig Angeles | Team Secretary Support | * Assist in Monitoring and tracking progress on change requests and ensure timely completion. * Contribute to the continuous improvement of change management processes. |

**6.6.4. Change Control Process**

The change control process for the Villamin Wood and Iron Works Ordering System typically involves an organizational approach to managing any modifications, enhancements, and implementing changes to the system.

1. Identification of Change -

Any proposed change to the ordering system should be identified and documented.

1. Change Request Form -

A change request form should be created to capture all the necessary details about the proposed change.

1. Change Control Board (CCB) Review –

The project manager and team leader will review the change request. The evaluation process assesses the feasibility, impact, and risks associated with the proposed change. It may involve reviewing the system requirements, analyzing potential conflicts with existing functionality, and considering resource implications.

1. Impact Analysis –

An impact analysis should be conducted to assess the effects of the proposed change on the ordering system. This analysis should identify any potential risks, dependencies, or conflicts with existing functionalities or components.

1. Change Approval –

Based on the evaluation and impact analysis, the change control board decides whether to approve or reject the change request. If approved, the necessary resources and timelines are allocated for implementing the change.

1. Change Planning and Implementation –

A detailed plan should be developed to implement the change. Implementation of change may involve development work, testing, configuration changes, or any other necessary actions.

1. Documentation and Communication: Throughout the change control process, documentation is maintained to track the changes made. Communication with the project sponsor and each of the team members is crucial to ensure awareness and understanding of the changes.
2. Change Closure: After the change has been reviewed and deemed successful, the change control process is considered complete.

To monitor the progression of change requests, the table below shows the status for each phase.

|  |  |
| --- | --- |
| Status | Description |
| Submitted | A change request log will be submitted by a team member or project sponsor and will be conducted for impact analysis. |
| In Review | Evaluating the impact. |
| Approved | The change request has been reviewed, accepted, and has been granted permission to proceed to implementation. |
| Denied | The change request has been denied for implementation. |
| In Progress | The approved change request is currently being implemented or worked on. |
| Verifying | The implemented change request is being verified to ensure it meets the desired outcome and requirements. |
| Closed | The change has been implemented, verified, and documented. |