CHANGE MANAGEMENT PLAN

**FLEEKY HUB**

**FLEEKY CURTAINS**

**A. MABINI STREET, OLIVARES HOMES SOUTH BIÑAN CITY LAGUNA, 4024**

**DATE**

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**I****NTRODUCTION**

Fleeky Hub is devoted to providing our clients with high-quality products and services. We recognize that modifications are occasionally essential in order to satisfy consumer requests or adapt to market conditions. We are aware, however, that adjustments may bring hazards and even impede current activities. As a result, we created this Change Management Strategy to guarantee that changes are managed in a consistent and controlled manner, limiting any negative impact on our goods and services.

This plan's goal is to provide a uniform procedure for managing changes to our goods, services, and infrastructure. This strategy applies to all changes, whether initiated internally or by outside parties. It defines the Change Management Team's tasks and responsibilities, as well as the procedure for submitting and assessing change requests, and the criteria for accepting modifications. This strategy also offers a clear escalation process for concerns or risks associated with modifications.

submitting and assessing change requests, and the criteria for accepting modifications. The Change Management Plan is a crucial part of Fleeky Hub's overall governance architecture since it creates a clear escalation channel for concerns or risks linked to changes. It is intended to guarantee that changes are examined and authorized by the right stakeholders, as well as that the impact of changes is analyzed and communicated to all parties who are affected. The purpose of this plan is to reduce the impact of changes on our goods and services while being responsive to client requests and market conditions.

When making or requesting modifications, all Fleeky Hub employees and external parties are required to adhere to the process and processes stated in this plan. This strategy will be routinely examined and updated to guarantee that it continues to be useful and efficient. We can reduce the risks and disruptions changes can cause by adhering to this strategy, which will guarantee that changes are managed in a controlled and consistent manner.

**CHANGE MANAGEMENT APPROACH**

We acknowledge that adjustments may be required to satisfy the demands of customers or to adapt to market conditions at Fleeky Hub. We are aware, however, that adjustments may bring hazards and even impede current activities. As a result, we established a Change Management Strategy to guarantee that changes are handled in a controlled and consistent manner, with the goal of minimizing any negative impact on our goods and services.

* We have formed a Change Management Team (CMT) to oversee the change management process. The CMT is made up of cross-functional representatives from several departments and is led by the Change Manager. The CMT is in charge of analyzing change requests, assessing the effect of modifications, and accepting or rejecting changes.
* Change Request Process: For submitting change requests, we have designed a standardized procedure. Any Fleeky Hub employee or third-party can propose a change. The Change Request Form contains information on the nature of the change, the reasons for the change, the estimated impact of the change, and the recommended implementation strategy.
* Change Review Process: The CMT reviews all change requests to determine the impact of the modification on Fleeky Hub's goods and services. The CMT reviews the proposed implementation plan, finds any risks or concerns, and decides whether the modification should be allowed or denied. Before making a judgment, the CMT may seek further information or documents.
* Change Approval Process: When a change has been authorized, all pertinent parties, including impacted employees and outside parties, are told. The CMT makes sure that the implementation schedule is followed and that any potential risks or issues are addressed. The CMT also monitors how it is being received to make sure the change is having the desired results.
* Change Documentation: All information about change requests, approvals, and rejections is kept in a central change log. Information on the change's nature, its causes, its anticipated effects, and its recommended implementation plan are all included in the change log. To ensure that it accurately reflects the state of alterations, the Change Log is reviewed and updated on a regular basis.

By using this change management method, Fleeky Hub may ensure that changes are managed in a controlled and consistent manner, reducing the risks and disruptions that changes may bring. We can continue to produce high-quality goods and services while being responsive to market trends and client desires with this technique.

**CHANGE CONTROL BOARD**

Any suggested modification requests relevant to the project must have clearance by Fleeky Hubs Change Control Board (CCB). The CCB's job is to analyze all change requests, assess their effects on project risk, scope, cost, and schedule, and decide whether to accept or reject each one. The CCB members for the Project are shown in the chart below:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| M. Garcia | FLEEKY HUB Project Sponsor | CCB Chair |
| N. Garcia | FLEEKY HUB Project Manager | CCB Member |
| N. Garcia | FLEEKY HUB Project Technical Lead | CCB Co-Chair |
| N. Garcia | FLEEKY HUB Project Operations Lead | CCB Member |

The project team and stakeholders will submit change requests to the Fleeky Hub Project Manager, who will record them in the change log. The CCB will meet every last Friday of the month to review any modification requests. To be granted, a change request must have the backing of all CCB members. If further information is needed for a specific change request, it will be postponed and returned to the requestor for clarification. Before the following monthly CCB meeting, an ad hoc CCB meeting may be conducted to review a change if it is deemed noteworthy.

**ROLES** **AND RESPONSIBILITIES**

The following are the roles and responsibilities for all change management efforts related to the IS Project:

* Change Control Board (CCB): The CCB is in charge of analyzing and assessing all change requests, as well as deciding whether to accept or reject them. The CCB is also in charge of ensuring that any modifications are carried out on time and that any possible risks or difficulties are handled. The Change Manager serves as the CCB's chairperson and is joined by members from several departments.
* Change Manager: The Change Manager is in charge of managing the change management process and ensuring that all change requests are examined and accepted or refused by the CCB. The Change Manager is also in charge of conveying any authorized modifications to the appropriate stakeholders and ensuring that the implementation plan is carried out on time.
* Change Initiator: Any Fleeky Curtains employee or third-party can begin a change request by completing a Change Request Form. The Change Initiator is accountable for disseminating all pertinent information regarding the change, including its justification, anticipated effects, and any relevant risks or problems.
* Project Manager: The Project Manager is in charge of overseeing projects that need adjustments to Fleeky Curtains' goods or services. The Project Manager is in charge of making change requests, ensuring that the essential information is delivered, and conveying any authorized modifications to the appropriate stakeholders.
* Subject Matter Experts (SMEs): Subject Matter Experts (SMEs) are in charge of offering knowledge and advise on particular changes. The CCB or the Change Manager may meet with SMEs to give input on the possible effect of a change or suggestions on how to best implement a change.

By clearly outlining roles and duties, Fleeky Curtains may make sure that the change management process is carried out in a consistent and effective manner and that all stakeholders are aware of their respective tasks and obligations. This reduces the risks and disruptions that changes might cause, while also ensuring that changes are implemented in a controlled and consistent way.

**CHANGE CONTROL PROCESS**

Fleeky Curtains is dedicated to supplying our customers with high-quality window coverings. We recognize that modifications are occasionally required to fulfill the demands of customers or to adapt to market conditions. We acknowledge, however, that modifications might present risks and significant interruptions to continuing operations. As a result, we have created a Change Control Process to make sure that changes are handled in a consistent and regulated manner, reducing any adverse effects on our goods and services.

The following steps are part of the change control process:

* Change Request: A change request can be initiated by anybody at Fleeky Curtains by submitting a Change Request Form. Details such as the purpose for the change, the estimated impact of the change, and any potential risks or difficulties related with must be included in the form of change
* Change Evaluation: All change requests will be reviewed by the Change Control Board (CCB) to assess their impact on Fleeky Curtains' goods and services. The CCB, which is made up of officials from numerous departments, is in charge of examining the impact of modifications and deciding whether they should be allowed or refused. To assist them make an educated judgment, the CCB may seek more information or documents.
* Change Approval: Changes that have been approved are notified to all relevant stakeholders, including impacted workers and third parties. The CCB ensures that the implementation plan is followed and that any possible risks or difficulties are handled. The CCB also keeps track of the change's effects to make sure the expected outcomes are being obtained.
* Change Documentation: A central Change Log contains all information about change requests, approvals, and rejections. The Change Log contains information such as the nature of the change, the reasons for the change, the estimated impact of the change, and the suggested implementation strategy. The Change Log is periodically reviewed and updated to ensure that it appropriately reflects the state of modifications.

By following this Change Control Procedure, Fleeky Curtains may guarantee that changes are managed in a controlled and consistent manner, minimizing the risks and disruptions that changes might present. This method enables us to respond to consumer requests and market situations while retaining the quality of our window coverings.

**SPONSOR ACCEPTANCE**

Approved by the Project Sponsor:



Date: 26 February 2023

Mitzi Hannah Garcia

Owner, Fleeky curtains