# **Change Management Plan**

# **Introduction**

The Change Management Plan outlines the strategies and processes to effectively manage and implement changes within the E-Cliniq project. Change is inevitable in any project, and its successful management is crucial for ensuring smooth transitions, minimizing disruptions, and maximizing project outcomes.

This plan serves as a roadmap to proactively address and navigate the complexities associated with change, while focusing on the people, processes, and systems involved. By following this plan, the project team can effectively anticipate, assess, communicate, and implement changes, ensuring the project remains aligned with its objectives and stakeholders' expectations.

# **Change Control Board**

The Change Control Board (CCB) plays a crucial role in the E-Cliniq project, ensuring that changes are carefully evaluated, authorized, and effectively implemented. By reviewing proposed changes, assessing their impact, and making informed decisions, the CCB helps maintain project stability and uphold its overall success. Here are the members of the Change Control Board for the E-Cliniq project:

Table 10 Change Control Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Change Control Board Role | Role | Name | Contact | Responsibilities |
| Change Control Board Chair | Project  Sponsor | **Jojo Castillo** | jojoc@apc.edu.ph | As the Change Control Board (CCB) Chair, the Project Sponsor takes on the responsibility of making decisions on change requests and ensuring stakeholder engagement. They align changes with project objectives, establish and enforce change governance, and consider risks associated with proposed changes. |
| Change Control Board Member | Project Manager | **John Angel Manahan** | jmmanahan@student.apc.edu.ph | The Project Manager plays a crucial role in assessing and analyzing change requests, providing insights on the potential impacts of proposed changes on project scope, schedule, and resources. They contribute their expertise in project management to evaluate the feasibility of changes and provide recommendations to the CCB. The Project Manager actively participates in CCB meetings, collaborates with stakeholders, and ensures effective communication and implementation of approved changes. |
| Change Control Board Member | Project Team Member | **Kurt Jordan Cadenas** | kvcadenas@student.apc.edu.ph | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Change Control Board Member | Project Team Member | **Churchill Capangan** | cbcapagngan@student.apc.edu.ph | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Change Control Board Member | Project Team Member | **Jan Patrick Navarette** | jmnavarrete@student.apc.edu.ph | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Change Control Board Member | Project Team Member | **Darcy Medina** | dlmedina@student.apc.edu.ph | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |

# **Roles and Responsibilities**

Table 11 Change Management Plan: Roles and Responsibilities

|  |  |  |
| --- | --- | --- |
| Name | Role | Responsibilities |
| Jojo Castillo | Project Sponsor | As the Change Control Board (CCB) Chair, the Project Sponsor takes on the responsibility of making decisions on change requests and ensuring stakeholder engagement. They align changes with project objectives, establish and enforce change governance, and consider risks associated with proposed changes. |
| John Angel Manahan | Project Manager | The Project Manager plays a crucial role in assessing and analyzing change requests, providing insights on the potential impacts of proposed changes on project scope, schedule, and resources. They contribute their expertise in project management to evaluate the feasibility of changes and provide recommendations to the CCB. The Project Manager actively participates in CCB meetings, collaborates with stakeholders, and ensures effective communication and implementation of approved changes. |
| Kurt Jordan Cadenas | Project Team Member | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Churchill Capangan | Project Team Member | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Jan Patrick Navarette | Project Team Member | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |
| Darcy Medina | Project Team Member | Team Members bring valuable insights into the impact of proposed changes on project execution and delivery. They provide input on the feasibility and practicality of implementing changes within the project team's capabilities and resources. The Project Team Member actively participates in CCB meetings, contributes to discussions, and assists in evaluating the potential risks and benefits associated with change requests. |

# **Change Control Process**

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Description automatically generated

Fig. 4 Change Control Process

Table 12 Change Control Process Table

|  |  |  |
| --- | --- | --- |
| Process Step | Description | Change Log Status |
| Identification | This step involves recognizing and documenting potential changes to the project, such as scope modifications, schedule adjustments, or resource reallocations. It is crucial to capture and document these changes accurately to initiate the change control process. |  |
| Request | In this step, a formal request is submitted, providing detailed information about the proposed change, including its rationale, impact on project objectives, and any associated risks or benefits. The change request acts as a formal communication channel for stakeholders to express their desired modifications. | Submitted |
| Evaluation | During this step, the proposed change is carefully evaluated to determine its feasibility, potential impact on project constraints, and alignment with project objectives. The evaluation involves assessing the technical, operational, financial, and organizational aspects of the change to make an informed decision. | In Review |
| Decision Making | Based on the comprehensive review, the change request is either approved or rejected. If approved, necessary actions are taken to incorporate the change into the project, including updating plans and communicating with stakeholders. If rejected, a clear explanation is provided, along with any alternative solutions or recommendations. | Approved/Denied |
| Implementation | Once a change request is approved, the implementation phase begins. This step involves executing the necessary actions to implement the approved change within the project. Activities may include updating project documents, modifying deliverables, adjusting schedules, allocating resources, and coordinating with relevant stakeholders. The change is implemented following established procedures, ensuring proper communication, collaboration, and adherence to project objectives and requirements. | In progress -> Closed |