**Project Change Management Plan**

**SmartBooks: Optimizing Book and eBook Acquisition and Utilization in Asia Pacific College Library**

**Asia Pacific College**

**3 Humabon, Makati, 1232 Kalakhang Maynila**

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# Introduction

The Change Management Plan for the SmartBooks project outlines how changes will be managed throughout the project. It helps us evaluate and decide on proposed changes, ensuring they align with project goals and minimize risks. The plan provides a framework for effective communication and documentation, allowing us to make informed decisions and keep the project on track. Ultimately, it helps us deliver the SmartBooks project successfully by handling changes in a controlled and organized way.

# Change Control Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Change Control Board Role** | **Role** | **Name** | **Contact** | **Responsibilities** |
| Change Control Board Chair | Project Sponsor | Mr. Jojo Castillo | jojoc@apc.edu.ph | * Approve changes that align with project goals. * Ensure changes are within the project budget. * Review the impact of proposed changes. * Make final decisions on change requests. |
| Change Control Board Member | Project Manager | Sim Paul Palacio | snpalacio@student.apc.edu.ph | * Coordinate the change control process. * Document and manage change requests. * Present requests to the CCB. * Monitor the implementation of approved changes. |
| Change Control Board Member | System Developer | Sim Paul Palacio II | snpalacio@student.apc.edu.ph | * Assess technical feasibility of changes. * Provide insights on system impact. * Collaborate with the CCB on evaluating resources and risks. * Propose alternative solutions if needed. |
| Change Control Board Member | Data Analyst | Sim Paul Palacio III | snpalacio@student.apc.edu.ph | * Evaluate data-related impact of changes. * Assess feasibility in data management and analysis. * Contribute to decision-making on change requests. |

# Roles and Responsibilities

**Project Sponsor:**

* **Role:** Provides strategic direction and financial support to the project.
* **Level of Authority:** High authority in decision-making and resource allocation.
* **Responsibility:** The project sponsor approves changes that align with project goals, ensures changes fit within the project budget, reviews the impact of proposed changes, and makes final decisions on change requests.
* **Competency:** Strong leadership, decision-making, and strategic planning skills.

**Project Manager**

* **Role:** The project manager oversees the entire project, defining objectives, creating plans, assigning tasks, monitoring progress, and addressing issues. They facilitate communication, ensure quality and timely delivery, and report project status to stakeholders.
* **Level of Authority:** High authority in project-related decisions and resource management.
* **Responsibility:** The project manager coordinates the change control process, documents and manages change requests, presents requests to the CCB, and monitors the implementation of approved changes.
* **Competency:** Project management expertise, leadership skills, communication, and problem-solving abilities.

**System Developer:**

* **Role:** System developers design, develop, and implement the automated library management system. They understand requirements, code software components, conduct testing, collaborate with other team members, document processes, and provide support during implementation.
* **Level of Authority**: Medium authority in technical decisions related to system development.
* **Responsibility:** The system developer assesses the technical feasibility of changes, provides insights on the impact of changes on the system, collaborates with the CCB to evaluate resource requirements and risks, and proposes alternative solutions if necessary.
* **Competency:** Proficiency in software development, programming languages, system design principles, and problem-solving skills.

**Data Analyst:**

* **Role:** The data analyst analyzes and interprets data related to book usage, reviews, and metrics. They collect and analyze data, collaborate with stakeholders, generate reports and recommendations, ensure data quality, and assist in testing and validation.
* **Level of Authority:** Medium authority in data analysis and reporting.
* **Responsibility:** The data analyst evaluates the data-related impact of changes, assesses the feasibility of implementing changes in data management and analysis, and contributes to the decision-making process on change requests.
* **Competency:** Strong data analysis skills, knowledge of statistical methods, proficiency in data visualization tools, and attention to detail

# Change Control Process

The change control process for the SmartBooks project is a simplified and systematic approach to managing proposed changes. When someone suggests a change, they submit a request outlining the details and reasons behind it. The project manager and stakeholders then evaluate the request to determine its feasibility and impact on the project's goals. Based on this evaluation, a decision is made to either approve or reject the change. If approved, the change is documented, including any necessary adjustments to project plans or resources. The approved change is then implemented according to a predefined plan, and the project manager closely monitors its effects to ensure it aligns with project objectives. This streamlined process helps maintain control over the project's scope, schedule, and resources while allowing for necessary adjustments to be made in a controlled manner.

**Sponsor Acceptance**

Approved by the Project Sponsor:

Date:

<Project Sponsor>

<Project Sponsor Title>

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