CHANGE MANAGEMENT PLAN

**Manpower Allocation and Planning System (MAPS) for Traves Maintenance and Services inc.**

**Traves Maintenance and Services Inc.**

**095 B STANFORD STREET CUBAO, Quezon City, Philippines**

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## INTRODUCTION

The Change Management Plan for the Manpower Allocation and Planning System (MAPS) Project was created to provide guidance on how changes to the project will be managed. The plan defines what constitutes a change, the purpose and role of the Change Control Board, and the overall change management process. All stakeholders are expected to submit or request changes to the MAPS Project in accordance with this plan, and all requests and submissions will follow the process outlined in the plan. The Change Management Plan is an important document that will help to ensure that changes to the MAPS Project are managed effectively. By following the process outlined in the plan, stakeholders can help to ensure that changes are made in a timely, efficient, and cost-effective manner.

## CHANGE MANAGEMENT APPROACH

The Change Management approach for the MAPS Project will ensure that all proposed changes are properly defined, reviewed, and agreed upon before they are implemented. This will help to ensure that changes are beneficial to the project and stakeholders, and that they are implemented in a way that minimizes disruption.

The Change Management approach consists of the following three areas:

* Scope: The change must be within the scope of the project and beneficial to the project and stakeholders. The goal, expected benefits, and impact on the project schedule and budget are to be defined in scope.
* Reviewing changes: The Change Control Board reviews changes to ensure that they are within the scope of the project, beneficial to the project and stakeholders, and feasible to implement. The Change Control Board may approve, reject, or modify changes.
* Communicating changes: Once a change has been approved, it is communicated to stakeholders and the project adviser. This helps to ensure that everyone is aware of the change and its impact. Stakeholders and the project adviser can provide feedback on the change, which can help to improve the implementation process.

By following this approach, the MAPS Project can ensure that changes are managed effectively and that the project remains on track. The NUFVDEV group uses the Change Management process to prevent unnecessary change from occurring and to focus its resources on beneficial changes that are within the project scope. This helps the group to achieve its goals more effectively and efficiently.

## DEFINITIONS OF CHANGE

The MAPS Project may undergo changes. The extent and type of these changes will determine whether project documentation and communication need to be updated. Any approved changes must be incorporated into the project plan and all stakeholders must be notified. The following are types of changes that may occur:

* Budget changes: These are changes to the project's financial resources. They may require requesting additional funding, releasing unused funding, or adding to the project's contingency fund.
* Scheduling changes: These are changes to the project's timeline. They may require speeding up the project (fast tracking), slowing down the project (crashing), or re-establishing the project's baseline schedule.
* Scope changes: These are changes to the project's requirements. They may require updating the work breakdown structure (WBS), project scope statement, and other project documentation.
* Project document changes: These are changes to the project's documentation that are made as a result of feedback from stakeholders or project adviser. They may require updating the project plan, progress reports and backlogs, or other project documents.

The project manager must keep all stakeholders informed of any changes to the project. This includes changes to the project schedule, budget, scope, or any other aspect of the project. This documentation should be updated and shared with the project team and stakeholders as soon as possible.

## CHANGE CONTROL BOARD

The Change Control Board (CCB) is the body responsible for approving or denying all proposed changes to the MAPS Project. The CCB is made up of representatives from key stakeholder groups, including project management, engineering, quality assurance, and finance. The CCB meets regularly to review change requests and make decisions based on the following criteria:

* Impact on project scope
* Impact on project cost
* Impact on project schedule
* Impact on project documentation

The CCB has the authority to approve, deny, or defer change requests. Approved change requests are incorporated into the project plan, and denied or deferred change requests are documented and tracked. The following chart provides a list of the CCB members for the MAPS Project:

|  |  |  |
| --- | --- | --- |
| **Name** | **Position** | **CCB Role** |
| Christopher T. Carpio | IS Project Adviser | CCB Chair |
| John Carlo C. Macorol | IS Project Manager | CCB Member |
| Martin Gabrielle E. Restua | IS Project Developer | CCB Member |
| Lindsey R. Rimorin | IS Document Manager | CCB Member |
| Jerico B. Rodriguez | IS Project Developer Lead | CCB Member |

When the project team or stakeholders submit change requests, the MAPS Project Manager will log them in a change log. Every Friday, the Change Control Board (CCB) will review all change requests. To be approved, a change request must be supported by all CCB members. If more information is needed for a particular change request, it will be deferred and sent back to the requestor for clarification.

## ROLES AND RESPONSIBILITIES

The roles and responsibilities for change management efforts related to the MAPS Project:

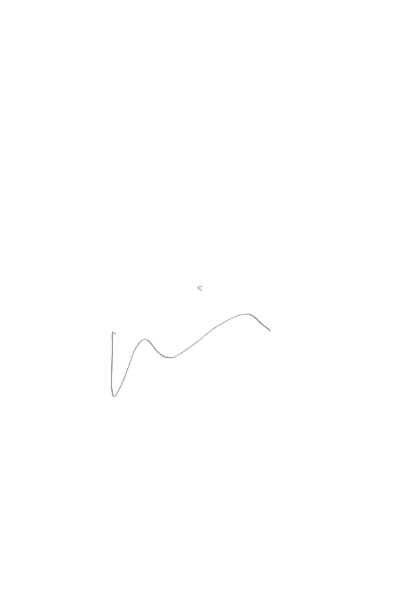
* Project Sponsor: The Project Sponsor is responsible for approving all changes to the project budget, schedule, scope, and documentation. They also chair the Change Control Board (CCB).
* Project Adviser: The Project Adviser has the same responsibilities as the Project Sponsor, with the added responsibility of approving project documentation revisions.
* Project Manager: The Project Manager is responsible for receiving and logging all change requests from project stakeholders. They also conduct a preliminary risk, cost, schedule, and scope analysis of each change before it is submitted to the CCB. The Project Manager is also responsible for seeking clarification from change requestors on any open issues or concerns, making documentation revisions/edits as necessary for all approved changes, and participating in the CCB.
* Project Team: The Project Team is responsible for submitting all change requests on standard organizational change request forms. They are also responsible for providing all applicable information and detail on change request forms, being prepared to address questions regarding any submitted change requests and providing feedback as necessary on the impact of proposed changes.

## CHANGE CONTROL PROCESS

The Change Control Process for the MAPS Project will follow the recommendations of the courseware change process for all projects, ensuring that changes are managed effectively and that the project remains on track. The project manager and team have overall responsibility for executing.

1. Identify the need for a change. A change requestor (typically a member of the project team) will submit a completed change request form to the project manager. The change request form should include the following information: the nature of the change, the reason for the change, the impact of the change on the project, and the proposed solution.
2. Log the change in the change request register. The project manager will keep a log of all submitted change requests throughout the project's lifecycle. This log will track the status of each change request, including the date the request was submitted, the date the request was reviewed, the decision on the request, and any follow-up actions that need to be taken.
3. Evaluate the change. The project manager will conduct a preliminary analysis on the impact of the change to risk, cost, schedule, and scope. The project manager will also seek clarification from team members and the change requestor.
4. Develop a change plan. The change control board (CCB) will develop a change plan based on the evaluation and suggestions from the stakeholders and sponsor. The change plan will include the following information: the scope of the change, the impact of the change on the project, the resources required to implement the change, and the timeline for implementing the change.
5. Submit the change request to the CCB. The project manager will submit the change request, as well as the preliminary analysis, to the CCB for review.
6. Obtain a decision on the change request. The CCB will discuss the proposed change and decide whether or not it will be approved based on all submitted information.
7. Implement the change. If a change is approved by the CCB, the project manager will update and re-baseline project documentation as necessary. The project manager will also communicate the changes to the project team and stakeholders.

**Sponsor Acceptance**



Approved by the Project Sponsor:

Date: September 12, 2023

Romel Espineda

Traves Maintenance and Services Incorporated President