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Change Request/Problem Report Form

Change/Report ID:	001			
Type of Change	X	Unplanned		Emergency
Nature of Change		Client-initiated	X	Team-initiated
Requested By	April Angelo			
Date Requested	January 6, 2018			
Signature	*Digitally Signed* April Hann P. Angelo January 6, 2018			

Change/Problem Identification:

Change/Problem	Mobile Application Development/Deployment
Description	The initial plan of developing a mobile application version of the service desk poses difficulties and threats to the successful deployment of the project
Causes	EEI's and/or project teams' lack of credentials for Apple Store deployment

Change/Problem Investigation:

Implications	Change in project scope
Tasks Affected	Work Breakdown Structure, Project Deliverables, Gantt Chart, System Development, Project Profitability, Risk Management
Members Affected	All

Change/Problem Implementation

Action Plan
1. The team will not pursue mobile application development anymore. Instead, they will adapt the responsive layout for mobile use.   2. Edit all necessary deliverables/tasks affected to remove the parts concerning the development and deployment of the mobile application.

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Start Date	December 14, 2017
End Date	April 8, 2018

Status	X	Approved		Rejected		No Change

Approving Authority

Approved By	Christiana Tan		
Position:	Project Manager		
Signature		Date	

Acknowledged By	Sheila R. Pascual		
Position:	EEI QA Analyst		
Signature	**[On Leave 4th week of Jan-1st week of Feb]** *Discussed during last meeting**	Date	