

CHANGE REQUEST

Project Title: Student Behaviour Analysis **Date Prepared:** October 29, 2023

Person Requesting Change: Project Manager **Change Number:** CHG0002

Category of Change:

☐ Scope

☐ Quality

☒ Requirements

☐ Cost

☐ Schedule

☐ Documents

Detailed Description of Proposed Change

Need to change the way of promoting the flyer with the QR code and the link to the survey as the approval from the Ethics Board will take too long to arrive.

Justification for Proposed Change

We are changing how we were going to promote the flyer by posting it on the walls. This is because getting approval from the Ethics Board is taking longer than expected. We wanted to connect with our audience sooner, and stay on track with our project timeline and that is the reason we are submitting the change request.

Impacts of Change

Scope	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	<input type="checkbox"/> Modify
<u>Description:</u> - Now, we will be just sending the flyer via Blackboard, Email, and Phone. Also, we will be going to the classes to make students aware about our project and the on-going survey.			
Grade	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input type="checkbox"/> Modify
<u>Description:</u> Not Applicable			

CHANGE REQUEST

Requirements	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	<input type="checkbox"/> Modify
<u>Description:</u> - As we have decided to not to go ahead with the idea of spreading the survey through posters and TV, we won't require to print the flyers and ask for the approval from the Ethics Board.			
Cost	<input type="checkbox"/> Increase	<input checked="" type="checkbox"/> Decrease	<input type="checkbox"/> Modify
<u>Description:</u> - Overall cost would be decreased as we are not printing the flyers anymore.			
Schedule	<input type="checkbox"/> Increase	<input type="checkbox"/> Decrease	<input checked="" type="checkbox"/> Modify
<u>Description:</u> - Schedule is impacted slightly as we are getting slow response and must visit classrooms to make students aware of the survey. Also, not waiting for the approval from the Ethics Board would give us more time to focus on the other parts of the project.			
Stakeholder Impact	<input type="checkbox"/> High risk	<input checked="" type="checkbox"/> Low risk	<input type="checkbox"/> Medium risk
<u>Description:</u> - Any changes to requirement, cost or schedule will impact the project's deadlines and success criteria. There is no significant risk to any stakeholders in regard to this change request. Project Documents: Updated as per the change proposed.			

Comments

Not Applicable

CHANGE REQUEST

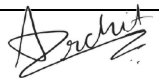
Disposition ☒ Approve ☐ Defer ☐ Reject

Justification

The changes proposed will help to optimize the project's performance.

Furthermore, by assessing the alterations in the schedule, the project's development and cost estimation will be better synchronized and more accurately aligned with a specific target date.

Change Control Board Signatures

Name	Role	Signature
Pratik Bedi	Project Sponsor	
Manjari Maheshwari	Project Sponsor	
Archit Navadiya	Project Manager	

Date: October 29, 2023