**CHANGE REQUEST**

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| **Project Title:** | | Student Behaviour Analysis | | | |  | **Date Prepared:** | | | | October 29, 2023 | | | |
| **Person Requesting Change:** | | | | Project Manager | | | |  | **Change Number:** | | | | CHG0002 |
| **[Category of Change](#Category_of_Change" \o "Check a box to indicate the category of change.)**[:](#Category_of_Change" \o "Check a box to indicate the category of change.)   |  |  |  | | --- | --- | --- | |  |  |  | |  |  |  | | **[Detailed Description of Proposed Change](#Detailed_Description_of_Proposed_Change" \o "Describe the change proposal in enough detail to clearly communicate all aspects of the 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](#Justification_for_Proposed_Change" \o "Indicate the reason for the 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](#Scope" \o "Describe the impact of the proposed change on the project or product scope.)** | |  | | | |  | | | | |  | | |
| Description:  - 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](#Grade" \o "Describe the impact of the proposed change on the project or product quality.)** | | |  | | | |  | | | | |  | |
| Description:  Not Applicable | | | | | | | | | | | | | |

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| **[Requirements](#Requirements" \o "Describe the impact of the proposed change on the project or product requirements.)** |  |  |  |
| Description:  - 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](#Cost" \o "Describe the impact of the proposed change on the project budget, cost estimates, or funding requirements.)** |  |  |  |
| Description:  - Overall cost would be decreased as we are not printing the flyers anymore. | | | |
| **[Schedule](#Schedule" \o "Describe the impact of the proposed change on the schedule and whether it will cause a delay on the critical path.)** |  |  |  |
| Description:  - 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** |  |  |  |
| Description:  - 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](#Project_Documents" \o "Describe the impact of the proposed change on each project document.):** Updated as per the change proposed. | | | |

**[Comments](#Comments" \o "Provide any comments that will clarify information about the requested change.)**

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| Not Applicable |

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| **[Disposition](#Disposition" \o "The Change Control Board (or other authority) determines whether the change is approved, deferred, or rejected.)** |  |  |  |

**[Justification](#Justification" \o "The Change Control Board provides a justification for the change request disposition.)**

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| 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**

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| |  |  |  | | --- | --- | --- | | **Name** | **Role** | **Signature** | | Pratik Bedi | Project Sponsor |  | | Manjari Maheshwari | Project Sponsor |  | | Archit Navadiya | Project Manager |  |   **Date:** October 29, 2023 |