EdAssist

CHANGE MANAGEMENT PLAN

Version 1.0

02/19/22

VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	*EdAssist Team*	*02/18/22*	*Sir Fahad Javed*	*02/24/22*	Initial version
1.1	*EdAssist Team*	02/19/22	Sir Fahad Javed	02/27/22	Changed the project scope (removing grading module)

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1 INTRODUCTION

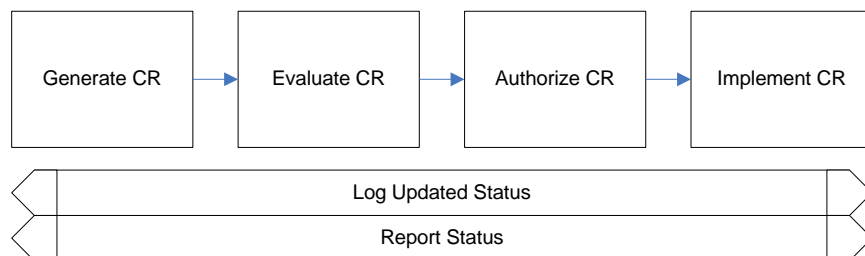## 1.1 PURPOSE OF THE CHANGE MANAGEMENT PLAN

The purpose of change in the project is that a database is to be made which will be used in the project. To accommodate these many entities, the time needed is not equal to the time given to the team, therefore the team requests to remove the said module.

2 CHANGE MANAGEMENT PROCESS

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

2.1 CHANGE REQUEST PROCESS FLOW REQUIREMENTS

- Once the team agrees to remove the **attendance module** from the scope of the project, the change request (CR) form will be filled out by the submitter.

- The form will then be sent to the change manager.

- The change manager will update the CR Log. Alongside, the Change Control Board (CCB) will review the CR and will develop a solution for the proposed change.

- If the team gets the approval, it will incorporate the suggested change into the project by making required adjustments.

- Lastly, the team will communicate the CR status to the submitter and all the stakeholders of the project.

Generate CR	Evaluate CR	Authorize CR	Implement CR

Log Updated Status
Report Status

2.2 CHANGE REQUEST FORM AND CHANGE MANAGEMENT LOG

Element	Description
Date	6th March 2022
CR#	**Assigned by the Change Manager**
Title	Change in Project Scope (Removing Grading Module)
Description	The change in scope of the project is being made due to the constraint on time. Instead of three modules which were grading, attendance and PTM scheduler, two module will be implemented under the scope this project, because to make a database for all three modules will require a lot more time. This change would help the team in developing the module within the given time limit and avoid any repetition of tasks among different groups. **Note: Ammar's group is implementing the module of grading.**
Submitter	Sana Fatima
E-Mail	sf06199@st.habib.edu.pk
Product	EdAssist
Version	Version 1.0
Priority	High

2.3 EVALUATING AND AUTHORIZING CHANGE REQUESTS

Change requests are evaluated using the following priority criteria:

Priority	Description
High	The change is immediately needed to avoid any major impact. Change approval is needed by the Project Lead
Medium	The change will solve any issues or repair missing functionalities. The change can be scheduled.
Low	The change will help making improvements in the existing system. The change can be scheduled.

Change requests are evaluated and assigned one or more of the following change types:

Type	Description
Scope	The change is affecting the scope of the project, reducing it from three modules to two module (attendance, PTM scheduler)
Time	The change will reduce the time therefore the team will be able to complete the project under the given time constraint i.e. by 10 May 2022
Duration	The change will reduce the duration of the project by 5 days (was estimated to end on 15th May)
Cost	Not applicable
Resources	No change
Deliverables	If the change is approved, the team will only deliver the two modules: attendance and PTM scheduler
Product	The product will be affected due to the change, as we are totally removing the grading module.
Processes	The change will reduce the processes to one-third (approx.) as no implementation of grading module will be done.
Quality	No change

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	Entered/Open but not yet approved or assigned
Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.

2.3.1 Change Control Board

Role	Name	Contact	Description
Head of CCB	Sir Fahad Javed	fahad.javed@sse.habib.edu.pk	He is also the project lead of all the project teams of L2. There are a total of 7 projects under his supervision. Each project is implementing different modules of the LMS.

3 RESPONSIBILITIES

Role	Name	Contact	Description
Change Manager	Sir Fahad Javed	fahad.javed@sse.habib.edu.pk	He is the representative of all the stakeholders and has the authority of making decisions on requested changes.

Appendix A: Change Management Plan Approval

The undersigned acknowledge they have reviewed the **EdAssist Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature: _____   Date: _____

Print Name: _____

Title: _____

Role: _____

Appendix B: References

The following table summarizes the documents referenced in this document.

Document Name and Version	Description	Location
EdAssist Version 1.1	SRS of the Project EdAssist	EdAssist SRS - Version 1.1

Appendix C: Key Terms

The following table provides definitions for terms relevant to this document.

Term	Definition
Change Manager	The person assigned to review changes for completeness prior to review
Change Control Board (CCB)	The group is responsible for making decisions on requested changes
Implementation	The validation of a change to a facility.
Change Request (CR)	Request submitted to make changes to the system, model, or services defined in the latest SRS version.

Appendix D: Change Request Form Example

The example Change Request From attached below can be used to submit changes during the life of the project.

CDC_UP_Change_Re
quest_Form_Example