# Change Management

## Purpose of The Change Management Plan

The Change Management Plan documents and tacks the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Analysis Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

## Change Request sample

[List in the below table, the data elements about Change Requests (CR) the project team needs to consider]

|  |  |
| --- | --- |
| **Element** | **Description** |
| CR# | [CR001] |
| Title | A brief description of the change request |
| Description | Description of the desired change, the impact, or benefits of a change should also be described |
| Type of CR | Enhancement / defect/ new |
| Artifacts impacted | Reference to the artifacts affected by the change (refer to element in the document) |
| Importance of the CR | A code that provides a recommended categorization of the urgency of the requested change (High, Medium, Low) |

## Change readiness of your work

[In this paragraph explain what are the techniques that you followed making the changes easy to implement]

# Change Management

## Purpose of The Change Management Plan

The Change Management Plan documents and tacks the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Analysis Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

## Change Request sample

[List in the below table, the data elements about Change Requests (CR) the project team needs to consider]

|  |  |
| --- | --- |
| **Element** | **Description** |
| CR# | CR 001 |
| Title | Modification of feature Student Discounts Verification |
| Description | Removing the feature of providing a camera API to scan a student’s ID card. This feature would provide students with access to the discounts on our service by scanning their ID cards. This was changed to requiring students to verify with their school email. Implementing the camera API was out of the expertise of our team and would increase the development time of the project which is why it was removed. |
| Type of CR | Modification |
| Artifacts impacted | Sign in Method. (Offering the option to sign in with student emails) Discount Verification Method. (Using email instead of scanning a card)  Discount Application Method.  Removal of Camera API. |
| Importance of the CR | Medium |

## Change readiness of your work

[In this paragraph explain what are the techniques that you followed making the changes easy to implement]

Using a proper change management report we are able to categorize and manage the changes in our software. Requiring approval of change requests by involved stakeholders has also let us increase the cohesiveness of our project by ensuring all partners have agreed to changes.

Our team also worked with agile methodologies to ensure that all members were in continuous contact and agreement throughout the project.

# Change Management

## Purpose of The Change Management Plan

The Change Management Plan documents and tacks the necessary information required to effectively manage project change from project inception to delivery.

The Change Management Plan is created during the Analysis Phase of the project. Its intended audience is the project manager, project team, project sponsor and any senior leaders whose support is needed to carry out the plan.

## Change Request sample

[List in the below table, the data elements about Change Requests (CR) the project team needs to consider]

|  |  |
| --- | --- |
| **Element** | **Description** |
| CR# | CR 002 |
| Title | Modification of Chat Feature |
| Description | Modifying the feature of providing a live chat with a person associated with our delivery app. For the anticipated questions that this live chat would receive, we determined that it would be more cost effective to create a chatbot to answer these simple questions instead of a live person. While this may increase development time, it would cut down on service fees in the long run of the application. |
| Type of CR | Modification |
| Artifacts impacted | Chat Feature. (Removing a live person in the chat feature and providing an AI chatbot instead) |
| Importance of the CR | Medium |

## Change readiness of your work

[In this paragraph explain what are the techniques that you followed making the changes easy to implement]

Using a proper change management report we are able to categorize and manage the changes in our software. Requiring approval of change requests by involved stakeholders has also let us increase the cohesiveness of our project by ensuring all partners have agreed to changes.

Our team also worked with agile methodologies to ensure that all members were in continuous contact and agreement throughout the project.