**Change management plan**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 11/13/2013 | Dao Khau | Create Document |
| 2 | 1.1 | 11/19/2013 | Dao Khau | Update |

Table 1: Revision history

# **Introduction**

## Purpose

Change management plan is the written document to guide the project team to manage change when change happens with the case.

Provide change request form and change log template for change management.

Make sure that all changes must review and control in during Project.

Each member is responsible for reporting to changes to the project.

This document guides the project team:

* Communication when changes occur.
* The organization of CCB.
* How to operate when there is change management process change happen

## Audience

The main audiences of this document are: project manager, all members of team, mentors of team, may be customer of they need.

# **Change Management**

1. Change Management Process



***Process Description***

|  |  |
| --- | --- |
| Stage | Description |
| Receive change request | Receive change request from stakeholder about requirement, process, tools, schedule, quality, etc…. |
| Log change request | Document change request |
| Analyze impact of change to project (schedule, quality, etc…) | Analyze impact of a change request following a list of potential issues that may be assessing review a change request. This list is:   * Complexity in reference to related system * Impact on schedule * Impact on quality * Criticality to module working per requirement * Approved changes already in progress * Resources |
| Impact result assessed | Change Manager makes the final recommendation change request based on analyze of change control board team |
| Change kept until next release | If change request doesn’t approve by change manager , it will transfer to next release |
| Assign Resource | Change manager will assign resource for each change request approved |
| Execution | The software engineer will plan and implement the changes and then do initial testing. They will add comments and release notes as necessary and mark it fixed. The change request will automatically be assigned to the change request creator for testing. |
| Test | They will check all what software engineer has to do, if it does not true, they will rework. |
| Close Request change | Close change request if what software engineer is true |

1. Organization, Role, Responsibilities

|  |  |
| --- | --- |
| **Roles** | **Responsibilities** |
| Change manager | Are the proposed changes and take responsibility for their suggestion. |
| Project Manager | The person who is responsible for overall planning and tracking of the development project activities |
| Executor | The person who is assigned responsibility for making changes in a work product in response to an approved change request; updates the status of the request over time. |
| CCB | The group that decides to approve or reject proposed changes for a specific project |
| Configuration Manager(CM) | Manage documents arising in the process of change. |
| Verifyer | The person who determines whether a change was made correctly. |

Table 2: Roles and responsibility

1. Change Management Plan

|  |  |  |  |
| --- | --- | --- | --- |
| ID | Task description | Roles | Participants |
| Propose Change request | | | |
| 1 | Manage list of change request | Change manager |  |
| 2 |  |  |  |
| Perform analysis and evaluate change request | | | |
| 3 | Analysis impact level and provides an estimated level of effort to process, and develops a proposed solution for the suggested change. | Project Manager  Executor  Change Manager |  |
| 4 | Discuss and make decision approve or deny change request | Change Control Board |  |
| Execute change request | | | |
| 5 | Execute change request | Executor |  |
| Test and Close change request | | | |
| 6 | Test and Close change request. | Verifier |  |

|  |  |
| --- | --- |
| **Roles** | Participants |
| Change manager | Dao Khau |
| Executor | All Team |
| CCB | All Team |
| Configuration Manager(CM) | Huy Ngo |
| Verifyer | Huy Nguyen |

# **Change Control Board**

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the PMS Project. The purpose of the CCB is to review all change requests, determine their impacts on the project risk, scope, cost, and schedule, and to approve or deny each change request. The following chart provides a list of the CCB members for the PMS Project:

|  |  |
| --- | --- |
| **Name** | **CCB Role** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

As change requests are submitted to the Change Manager by the project team/stakeholders, the Project Manager will log the requests in the change log and the CCB will convene every other Friday to review all change requests. For a change request to be approved, all CCB members must vote in favor. In the event more information is needed for a particular change request, the request will be deferred and sent back to the requestor for more information or clarification

# **References**

Change Request Form And Change Management Log