**Change management plan**

Admission system

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# **Revision**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 | 1.0 | 11/13/2013 | Khau Thanh Dao | Create Document |
| 2 | 1.1 | 11/19/2013 | Khau Thanh Dao | Update |
| 3 | 1.2 | 08/05/2014 | Le Ngoc Chau | Update footer |

Table 1: Revision history

# **Introduction**

## Purpose

Change management plan is the written document to guide the project team to manage change when it 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 changes to the project.

This document guides the project team:

* Communication when changes occur.
* The organization of Change Control Board.
* How to operate change management process when 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



Figure 1: Change management process

***Process Description***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step | Input | Activities | Output | Roles |
| 1. Receive change request | Change Request | Stakeholder send change request by using change request form | Change Request Form | * Change Manager |
| 2.Log Change request | Change Request Form | Document change request | Change Request Log | * Change Manager |
| 3.Analysis Impact of change | Change Request Form | * Evaluators will begin analyzing the information related to this change such as: traceability, priority, dependence, benefits etc. and update information needed to change request analysis. * Change Manager will estimate change entail of project and update Initial Analysis. * Change Manager inform Change Control Board Team to asset value of change * Change Control Board Team will decide to accept or reject change request, if change request is reject, team will close change request and end process else go to stage 4 | Change Request Analysis | * Executor * Change manager * Change Control Board Team |
| 4.Estimate | Change Request Analysis  Change Request Form | * Estimate about time, resource. If can’t do it, team will kept change to next release else go to stage 5 |  | * Executor * Change manager |
| 5.Implement | Change Request Form | * After change request is approved, Change Manager make plan to solve this change and push it to Change Request Log for manages and control. * Team will implement change based on plan of Change Manager.   (Note: if change occurs on current Sprint, Team must discuss about impact of change on Sprint goal, it is most likely to cancel sprint for major impacts) | Change Request Log | * Change Manager * Executor |
| 6.Test | Change Request Log | Verifier will implement test this change to ensure change has resolved.  If test result is good, this change will be closed; else we must back to Implement step to re-execute. Change manager will update status of change in Change Request Log | Change request log | * Verifier |

Table 2: Process Description

1. Organization, Role, Responsibilities

|  |  |
| --- | --- |
| **Roles** | **Responsibilities** |
| Change manager | Are the proposed changes and take responsibility for their suggestion. |
| 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 3: Roles and responsibility

1. Tools, Environment And Infrastructure

Excel and Word will be used for developing Change Request Form and Change Request Log documents.

1. Change Management Plan

|  |  |  |
| --- | --- | --- |
| **ID** | **Task description** | **Roles** |
| 1 | Manage list of change request | Change manager |
| 2 | 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 |
| 3 | Discuss and make decision approve or deny change request | Change Control Board |
| 4 | Execute change request | Executor |
| 5 | Test and Close change request. | Verifier |

Table 4: Change management plan

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

Table 5: Role and responsibility

1. Change Control Board

The Change Control Board (CCB) is the approval authority for all proposed change requests pertaining to the Admission 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.

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.

# **Templates**

Change Request Form Template

Change Request Log Template