**Change management plan**

Admission system

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# **Revision**

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| --- | --- | --- | --- | --- |
| **No** | **Version** | **Update date** | **Author** | **Content** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |

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

# **Software Change Management**

1. Organization, Responsibilities, and Interfaces

|  |  |
| --- | --- |
| **Roles** | **Responsibilities** |
| Change Originator | Identify changes.  Determine why the need to change.  Create Document Change Request Form. |
| Project Manager | Consider the feasibility of the change.  Track the status of change.  Create a document Change log |
| Project Team | Analysis of the change.  Assessing the impact on the level of influence.  Analysis of the conflict when changes occur.  Creating Change document analysis document. |
| CCB | Literature Review Change document analysis.  Make sure to change the process properly.  Ensure no conflict between the relevant departments |
| Configuration Manager(CM) | Manage documents arising in the process of change. |

Table 2: Roles and responsibility

1. Tools, Environment, and Infrastructure

### Tools:

Project Plan, Requirement Plan, Architect and Detail Design Plan, Implement Plan, Test Plan, Change management Plan and Change Request.

Issues involved in setting up the CM environment include: Admission system.

# **The Change Management Program**

1. Change Management Process
2. Change Control
   1. Change Request Processing and Approval
   2. Change Control Board (CCB)
3. Change Status Accounting

# **References**