

CHANGE REQUESTS

Project Name: Progressive Artistries

Date Request Submitted: 03/16/2022

Title of Change Request: Milestones

Change Order Number: 0001

Submitted by: Prof. Herszon

Change Category: Schedule

Description of change requested:

Milestones needs to be included as part of scheduling/separate document

Events that made this change necessary or desirable:

Discussions with Prof. Herszon during class sessions highlighted the need for this change

Justification for the change/why it is needed/desired to continue/complete the project:

Milestones are needed in order to track the progress of the project and to ensure success of each phase of the project

Impact of the proposed change on:

Scope: None **Schedule:** 2 additional hours per person **Cost:** \$140

Staffing: All team members provided extensive details to define the milestones for the project

Risk: Low This change will require additional work on the schedule/milestone document

Other: None

Suggested implementation if the change request is approved: Team to spend additional hours defining milestones

Required approvals: Prof. Herszon & Darshil Vora

CHANGE REQUESTS

Name/Title	Date	Approve/Reject
Prof. Herszon / Client	03/16/2022	Approve
Darshil Vora / Project Manager	03/16/2022	Approve

CHANGE REQUESTS

Project Name: Progressive Artistries

Date Request Submitted: 03/25/2022

Title of Change Request: Weekly Schedule

Change Order Number: 0002

Submitted by: Project Manager (Darshil Vora)

Change Category: Other

Description of change requested:

The meeting schedule of the team needs to be updated. The team would require to meet more often in order to complete the project within the deadline

Events that made this change necessary or desirable:

Ad-hoc hours spent by team members working on projects and assignments for different courses

Justification for the change/why it is needed/desired to continue/complete the project:

The frequency of the meetings had to be increased to meet the deadline of the project

Impact of the proposed change on:

Scope: None **Schedule:** 3 additional hours per person **Cost:** \$210

Staffing: All team members worked additional hours as per their availability in order to revise their work schedule

Risk: Low: This change will require additional efforts during the week/weekend

Other: None

Suggested implementation if the change request is approved: Team members would need to meet for extra hours during the week/weekend to discuss the project updates and work on assigned tasks

Required approvals: Darshil Vora

CHANGE REQUESTS

Name/Title	Date	Approve/Reject
Darshil Vora / Project Manager	03/27/2022	Approve