

CHANGE MANAGEMENT PLAN

Project Golden Cup: Copier Machines Ordering System

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INTRODUCTION

Change Management Plan is created for Project Golden Cup: Copier Machines Ordering System in order to define each activity as well as to set expectation on how the approach to changes will be managed. The Stakeholders will be expected to comply to change management plan for all changes and request in the system.

CHANGE MANAGEMENT APPROACH

The change Management approach for Project Golden Cup: Copier Machines Ordering System, the plan and the proposed changes are all expected to be understandable, undergo with different studies, and documented and approved by the stakeholders to avoid problems in implementation stage. The plan is to ensure that approved changes only will be implemented.

The Change Management approach consist of three areas:

- Changes should be within scope and important to the project
- Implementation of the approved change must be well explained
- Be able to execute the changes

The purpose of Change Management process is to ensure that this approach is followed for all changes. through this methodology, the developers will prevent unexpected and unnecessary change from occurring and focus its resources to significant changes within the project scope.

DEFINITIONS OF CHANGE

There are several types of changes that can be demand and evaluate for the project. Depending on the scope and type of the proposed changes, changes in the project documentation, and these changes must include in the project plan that it will make sure not only the developers but also the stakeholders are aware and notified.

Types of Changes include:

Scheduling Changes

Change that will affect the approved project schedule as well as the given time-frame. These changes may involve fast tracking, crashing, or re-baselining the schedule rely on the importance of the level of impact.

Budget Changes

Basically, in every situation, minor changes will allocate cost. this type of changes may depend on requesting additional funding, releasing funding which is not included on what agreed upon before the project has been started, or adding project o management reserves.

Scope Changes

Changes which are mandatory and impact the project's scope which may be the outcome of unexpected requirements which were not initially planned for. these changes may also impact

budget and schedule. this type of changes may require updating to WBS, project scope statement, and another project documentation as require.

The project manager must ensure that all the approved changes are interact with the project stakeholders. in addition, if the changes have been approved, the project manager must ensure the changes are documented in the project documentation where mandatory. This document must inform the project team as well as the stakeholders.

CHANGE CONTROL BOARD

A Change Control Board (CCB) is the approval authority for all proposed change requests. The purpose of the CCB is to evaluate all changes request, establish the impact of project risk and the iron triangle, scope, cost and schedule, and to accept or decline each change request. the following chart present a list of the CCB members for the Project Golden Cup: Copier Machines Ordering System.

Name	Position	CCB Role
Ms. Joyce Reyes	Project Sponsor	CCB Chair
Corinne Magnaye	Project Manager	CCB Member
Darryl Naval	Project System Analyst	CCB Member
Gino Piol	Project Developer	CCB Member
Earl Jerome Rocero	Project Technical Documentation Writer	CCB Member

Once the Project Team release change request to the project manager, the project manager will log the request in the change log. In order for the change request to be approved, the outcome of the vote should be in favor. In the event more and elaborate information is needed for particular change request, the request will suspend and sent release back to the requestor for more information or clarification.

ROLES AND RESPONSIBILITIES

The following are the roles and responsibilities for all change management.

Roles and Responsibilities

Project Sponsor

- Ensures that project implement successfully
- Ensures changes in the project should appropriately managed
- Observe the project progress
- review and accepts project deliverables
- Ensures that project risk is managed
- Ensures the control in the project

Project Manager

- Create a project plan
- Perform and apply suitable project management procedure
- Perform and apply suitable project development procedure
- Build and handle the project team
- Assign task and objectives to each team member
- Observe and review project progress
- Recognize and control issue and risk
- Organized and control project scope and changes
- Interact with project team as well as project stakeholder

Project Team/Stakeholders

- Present and associates overall project objectives
- Accepting and checking project deliverables
- Require expertise

CHANGE CONTROL PROCESS

The following are the procedure for executing the change management request.

1. Identify which part need to change
2. record change in the change request register
3. Undergo examination in the change
4. Propose change request to CCB
5. Obtain Decision on change request
6. Execute Change