|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project:** | | *AHI App Development* | **Change ID:** | *0005* |
| **Date Requested:** | | *1 Aug 20xx* | **Requested By:** | *Ram Samuels* |
| **PM:** | | *Cary Manning* | **Requestor Email:** | *RamS@AHI.net* |
|  | |  |  |  |
| **Decision:** | | *Pending* | **Decision Date:** | *7 Aug 20xx* |
|  | | Accepted, Accepted with Modifications, Rejected, Deferred,  Further Analysis Required |  |  |
| **Proposed Change:** Detailed description. Focus on business needs, requirements; solution is secondary. | | | |
| Two additional data feed sources have been identified. Request these data feeds be incorporated as inputs to the App. Preliminary review indicates these data feeds will add $2500 to the project cost. Time to gain licensing and activation is estimated at two weeks. | | | |

|  |
| --- |
| **Reason for Change:** Focus on benefits that will accrue after the change is made. Describe why this change was not addressed earlier in the project. Who or what is driving this change? |
| The first data feed will provide advanced global sales data in the skin care product industry. In addition, updates are made weekly.  The second data feed will provide better demographic analytics to segment and position our products effectively. |

|  |
| --- |
| **Impact Analysis:** Consider impact on work products, quality, schedule, scope, budget, people, resources, and other projects. List cost/benefit/ROI. Consider impacts on all groups and stakeholders. List assumptions, dependencies, and risks. Define approval levels. |
| ***Schedule Adjustment:***  *Impact on Work Products: May require re-prioritization of tasks and adjustments to Sprint planning.*  *Impact on Quality: Properly managed, the additional sprint may enhance the overall quality of the app by allowing more time for testing and refinement.*  *Impact on Schedule: The addition of a third sprint will extend the project timeline, but it will ensure timely completion of the project.*  *Impact on Scope: The change will allow for the inclusion of additional features and functionalities in the app.*  *Impact on Budget: May incur additional costs for the extended sprint duration and resources.*  *Impact on People/Resources: May require additional effort and coordination from team members and stakeholders.*  *Impact on Other Projects: The extended project timeline may impact dependencies with other projects.*  ***Scope Refinement:***  *Impact on Work Products: May require updates to user stories and acceptance criteria.*  *Impact on Quality: Properly managed, the inclusion of omitted requirements may improve the app's overall quality and customer satisfaction.*  *Impact on Schedule: Depending on the complexity of the additional requirements, it may impact the schedule.*  *Impact on Budget: May incur additional costs to accommodate the refined scope.*  *Impact on People/Resources: May require additional effort and collaboration to address the scope changes.*  *Impact on Other Projects: The refined scope may impact resource allocation for other concurrent projects.* |

|  |
| --- |
| **Implementation Options:** Consider options to implement this change. What strategies are recommended? How will implementation impact current scope, budget, and schedule milestones? |
| *Proposed Implementation Options:*  ***Adding a Third Sprint:***  *Implementation Strategy: Obtain approval from the sponsor and stakeholders to add a third sprint to the project plan. Reevaluate the product backlog, prioritize user stories, and plan the sprint activities accordingly.*  *Impact on Scope: The addition of a third sprint allows for the inclusion of additional functionalities, addressing requirements that could not be completed in the initial plan.*  *Impact on Budget: The extended sprint will result in additional costs related to resources, development, and potentially testing efforts.*  *Impact on Schedule: The project timeline will be extended by the duration of the third sprint, accommodating the completion of remaining tasks and features.*  ***Scope Refinement and Prioritization:***  *Implementation Strategy: Work closely with Cal Hamer, marketing, and leadership teams to identify and prioritize omitted requirements. Refine user stories and adjust the product backlog accordingly.*  *Impact on Scope: The inclusion of refined requirements ensures that essential functionalities are completed in version 1 of the app.*  *Impact on Budget: Scope refinement may result in additional costs to accommodate the refined requirements, depending on their complexity.*  *Impact on Schedule: The project schedule may be impacted based on the time required to address the scope changes.*  ***Additional Interface Equipment Purchase:***  *Implementation Strategy: Procure the required interface equipment based on Priya Service's recommendation and align the installation and integration with the development schedule.*  *Impact on Scope: Integration and compatibility testing with the new equipment may be required, impacting specific development tasks.*  *Impact on Budget: The cost of the additional equipment will be factored into the project budget.*  *Impact on Schedule: The procurement and installation timeline may cause slight delays in the development process.* |

|  |  |  |
| --- | --- | --- |
| **Decision:** Accept As-Is, Accept with Modifications, Defer, Reject, Further Analysis Required | | |
| Decider(s) Name: | Date | Comments/Modifications |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Decision Notes:** Reasons for Decision. Decision follow-up actions necessary. | | |
| *The decision to implement a combination of the proposed options, adding a third sprint and refining scope, has been made based on the following key reasons:*  ***Meeting Stakeholder Expectations****: Adding a third sprint allows the project team to address schedule delays and ensure timely completion, meeting stakeholder expectations for app delivery.*  ***Enhanced Functionality****: Scope refinement enables the inclusion of omitted requirements, ensuring that essential functionalities are completed in version 1 of the app, leading to increased customer satisfaction.*  ***Competitive Advantage****: By delivering a high-quality app with additional features, AHI can gain a competitive advantage in the expanding skincare market.*  ***Customer-Centric Approach****: Adjusting reporting requirements based on stakeholder needs demonstrates AHI's commitment to a customer-centric approach, meeting specific reporting expectations.*  ***Efficient Resource Utilization****: Careful evaluation of the additional interface equipment purchase will ensure optimal resource utilization and compatibility with IT infrastructure.* | | |

|  |  |
| --- | --- |
| **Close-Out Checklist (As Applicable):** | |
|  | Change Logged in Change Log (all changes, regardless of decision, must be recorded) and Posted on Project Site |
|  | Scope Document and other Key Project Documentation Updated |
|  | Design document, test plan, test cases, training notes, and others updated |
|  | Schedule and budget updated |
|  | Status Report Updated |
|  | Change Communicated to Stakeholders |