# **VET TEC Change Management Plan**

## **Purpose:**

This Change Management Plan (CMP) pertains to VET TEC which is a Benefits Integration Platform (BIP) Information Technology (IT) Program. Change Management is the process of identifying and assuring retention and monitored changes of various artifacts (documents, source code, executables, e-mail, Commercial-Off-The-Shelf ((COTS)), etc.) generated during the Software Development Life Cycle (SDLC).

The primary objective of the CMP is to establish and control baselines of product releases to ensure consistency between releases. The CMP also serves as an approval for the work to be performed

This CMP has been tailored for VET TEC, which uses an Agile Methodology Software Development Life Cycle (SDLC) process. This plan provides the criteria and direction necessary for the implementation of the VET TEC (0994) form.

## **Audience/Stakeholders:**

The primary audience for this document consists of:

* Office of Information Technology (OIT)
* Booz Allen Hamilton (BAH)
* United States Digital Service (USDS)
* Education Service (EDU)
* Favor Tech Consulting (FTC)
* And all who have a requirement, need, or desire to develop, change, fix, or enhance the VET TEC project artifacts or application.

## **VET TEC Change Management Approach:**

The term Change Request(CR) in this document is is in reference to a request for changes, updates, or upgrades to the VET TEC form within VA.gov.

CRs received from EDU, USDS and BAH shall be captured in the [VA.gov GitHub repository](https://github.com/department-of-veterans-affairs/vets.gov-team/blob/master/Products/Education%20Benefits/0994/CCB/CCB%20Tracker.md) in a CR log. The CR log will contain the following information:

* Change Request Control #
* Change Request Description
* Request Origin
* Date Requested
* Priority (Must have for launch, Nice to have for launch, Post-launch)
* Level of Effort (S, M, L, XL)
* Change Control Board Review Date
* Chance Control Board Acceptance (Approved for Development, Rejected, Deferred to post-launch)
* Associated GitHub Issue Number

A Change Control Board (CCB) review of the CR shall be initiated by BAH and scheduled by FTC within one business day of the requested CR(s). The purpose of the CCB is to approve for development, reject or defer to post-launch the proposed CRs.

The CCB voting attendees shall include:

* OIT Project Manager – Darla van Nieukerk

The CCB attendees shall include:

* BAH Delivery Lead – Dan Ziober
* USDS Digital Expert – Matt Self
* EDU SME – Ricardo da Silva
* FTC Representative

If the CR is approved for development then it will be formally accepted into scope and a story within GitHub will be created in order to capture the work.

GitHub stories will not be created for deferred to post-launch or rejected CRs.

The CR log within GitHub will be updated to reflect the outcome of the CCB within one business day of the meeting and meeting notes will be distributed to VET TEC stakeholders by FTC.