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***PETPAL***  
**CHANGE MANAGEMENT PLAN**

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Version <1.0>

10/21/2024

## VERSION HISTORY

Version #	Implemented By	Revision Date	Approved By	Approval Date
1.0	Najah Ismail	10/21/2024	Mishra Apurva	24/10/2021

UP Template Version: 11/30/06

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# 1 INTRODUCTION

## 1.1 PURPOSE OF THE CHANGE MANAGEMENT PLAN

The Change Management Plan documents the necessary information required to effectively manage project change from project inception to delivery.

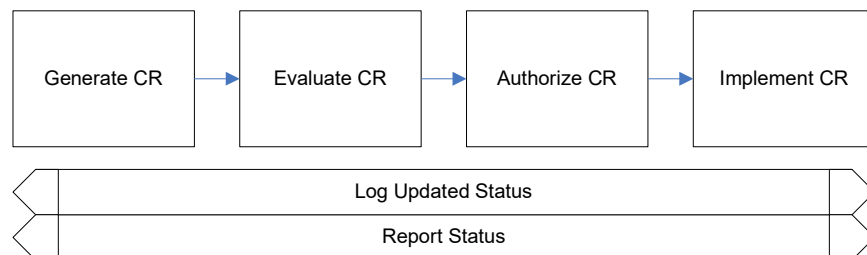
The Change Management Plan is created during the Planning Phase of the project. Its intended audience is the project manager, project team and any senior leaders whose support is needed to carry out the plan.

## 2 CHANGE MANAGEMENT PROCESS

The Change Management process establishes an orderly and effective procedure for tracking the submission, coordination, review, evaluation, categorization, and approval for release of all changes to the project's baselines.

### 2.1 CHANGE REQUEST PROCESS FLOW REQUIREMENTS

Step	Description
Generate CR	A submitter completes a CR Form and sends the completed form to the Project Manager
Log CR Status	The Change Manager enters the CR into the CR Log. The CR's status is updated throughout the CR process as needed.
Evaluate CR	Lead Developer review the CR and provide an estimated level of effort to process, and develop a proposed solution for the suggested change
Authorize	Approval to move forward with incorporating the suggested change into the project/product is done through discussion with the team members.
Implement	If approved, make the necessary adjustments to carry out the requested change and communicate CR status to entire team.



## 2.2 CHANGE REQUEST FORM AND CHANGE MANAGEMENT LOG

Element	Description
Date	The date the CR was created
CR#	Assigned by the Change Manager
Title	A brief description of the change request
Description	Description of the desired change, the impact, or benefits of a change should also be described
Submitter	Name of the person completing the CR Form and who can answer questions regarding the suggested change
Phone	Phone number of the submitter
E-Mail	Email of the submitter
Version	The product version that the suggested change is for
Priority	A code that provides a recommended categorization of the urgency of the requested change (High, Medium, Low)

## 2.3 EVALUATING AND AUTHORIZING CHANGE REQUESTS

Change requests are evaluated using the following priority criteria:

Priority	Description
High	An urgent change that must be implemented right away to avoid major disruptions to the project or system. These changes typically affect key functionality, security, or performance, and require prompt action to prevent significant delays or issues.
Medium	A change that is significant but not time-sensitive. It improves non-essential functionality, enhances user experience, or optimizes processes. This can be planned for future development cycles and does not demand immediate attention.
Low	A small, non-urgent change or enhancement that can be handled in future updates or releases without impacting the project's overall objectives or schedule. Low-priority changes usually focus on optional improvements or minor bug fixes.

Change requests are evaluated and assigned one or more of the following change types:

Type	Description
Scope	Change affecting scope
Time	Change affecting time
Duration	Change affecting duration
Cost	Change affecting cost
Resources	Change affecting resources
Deliverables	Change affecting deliverables
Product	Change affecting product
Processes	Change affecting process
Quality	Change affecting quality

Change requests are evaluated and assigned one of the following status types:

Status	Description
Open	Entered/Open but not yet approved or assigned

Work in Progress	CR approved, assigned, and work is progressing
In Review	CR work is completed and in final review prior to testing
Testing	CR work has been reviewed and is being tested
Closed	CR work is complete, has passed all tests, and updates have been released.

### 2.3.1 Change Control Board

Role	Name	Description
Product Manager	<i>Mishra Apurva</i>	Overall delivery of product
Release Engineer	Najah Ismail	Create baselines and build and integrate changes for delivery.  Manage releases of product (or prototype in our case).
Lead Developer	Gambhir Dhruv	Overall technical lead, responsible for technical aspects of product release

## 3 RESPONSIBILITIES

Role	Name	Contact	Description
<i>Project Manager</i>	<i>Mishra Apurva</i>	<u><i>APURVA003@E.NTU.EDU.SG</i></u>	Overall delivery of product
<i>Change Manager</i>	Najah Ismail	<u><i>NAJAH001@E.NTU.EDU.SG</i></u>	Release plan and scheduling.
<i>Lead Developer</i>	Gambhir Dhruv	<u><i>DHRIV014@E.NTU.EDU</i></u>	Technical expertise.

## Appendix A: Change Management Plan Approval

The undersigned acknowledge they have reviewed the *Petpal* **Change Management Plan** and agree with the approach it presents. Changes to this **Change Management Plan** will be coordinated with and approved by the undersigned or their designated representatives.

Signature:	Apurva	Date:	23/10/24
Print Name:	Mishra Apurva		
Title:	Manager		
Role:	Product Manager		

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## Appendix D: Change Request Form Example

The example Change Request Form attached below can be used to submit changes during the life of the project.



CDC\_UP\_Change\_Re  
quest\_Form\_Example



## Appendix E: Change Management Log Template

The detailed Change Management Log template attached below can be used to track and manage requested changes during the life of the project.



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