

Change Request

Project Name	Slack University	Date	03/22/2023
Request No	4	Requested By	Divyansh Chouhan

Project Scope and Current Status

The original status of the project includes building Slack University, one stop shop for all university student's needs. Students will be able to communicate with peers, and faculties, submit assignments, access coursework, view grades and attend classes online using Slack University

The project is on schedule and is expected to complete on time.

Name Change

Including Slack Vocie in the scope of Slack University

Description of Required Change

SlackVoice will specifically increase the scope areas -

- Text-to-speech feature that allows users to listen to their messages and chats
- An automatic dictation tool that allows users to respond to messages by speaking

The feature will be first tested with the Slack University before full implementation.

Reason for Change

1. Whatsapp, an indirect competitor, recently launched a comparable automated dictation technology that was extensively accepted by Generation Z. The feature, which was initially released as a beta version, received such a great response that the company intends to roll it out globally.
2. Further user research suggests that the two key drivers driving Gen Z adoption are ease of use and new features. Because we aim to expand into new markets with Slack University, offering unique features like Slack Voice will aid in new customer acquisition.

Disposition		Priority	
Approve	<input checked="" type="checkbox"/>	High	<input type="checkbox"/>
Disapprove	<input type="checkbox"/>	Medium	<input checked="" type="checkbox"/>
Defer	<input type="checkbox"/>	Low	<input type="checkbox"/>

Areas of Impact of Proposed Changes			
Scope	<input checked="" type="checkbox"/>	Cost	<input checked="" type="checkbox"/>
Schedule	<input type="checkbox"/>	Risk	<input checked="" type="checkbox"/>

Impact Analysis
1. Scope <p>The proposed change will increase the scope of the project by almost 25%. The new feature needs to be build from scratch and should be completed by the project completion date. There are two parts of the feature which are not interdependent, can be build separately and hence reduce the complexity. This change will also impact the feature prioritization and MVP release plans.</p>
2. Schedule <p>The proposed change will not impact the project completion date if the additional resources are provided. The dedicated team can complete the additional work within five months as most of the planning and designing part is ready.</p> <p>However, if due to unforeseen circumstances the feature is not ready till the launch date, we can release the Slack University on the planned date and include Slack Voice in the upcoming updated.</p>
3. Cost <p>To finish the project on time and release the product in August, 2023 we will require additional resources to accommodate for the additional work.</p> <ul style="list-style-type: none"> - A dedicated team of 1 Product Manager, 5 Engineerers and 2 UI/UX Designers will be required. - In addition to this an overhead cost of around \$650K will be required for software liscences, cloud infrastructure and third party software purchases.
4. Risk <ol style="list-style-type: none"> 1. <u>Delay in product release</u> can be the biggest risk. Since we are at the initial planning stage right now and cannot completely identify the risks involved in building Slack Voice. 2. Slack Voice might gain more <u>popularity</u> than the Slack University. In such case the feature can be rolled out for the entire product and not just be limited to Slack University. 3. Having two separate teams working on same project might increase the complexity of managing and collaborating. But since the majority of the work can done independently by both the teams, <u>team structure</u> should not pose any significant challenges.

Sign-off Approvals	Name	Date
Cheif Product Officer	Terri Eccles	
Senior Product Manager	Aditya Ramnathkar	
Product Owner	Divyansh Chouhan	03/22/2023
Product Manager	Mohit Shah	03/26/2023
Project Manager	Esabella Eriksen	03/25/2023
Product Designer	Theja Ajit	03/24/2023
Scrum Master	Brinda Sarkar	03/24/2023

In what types of organizational structures would they be helpful? Why?

Change request forms are useful for organizations that use the waterfall methodology of project management. In such organizations the change need to be approved by multiple stakeholders, and a formal process is followed to make any changes in the initial plan.

In what types of organizational structures would they be unnecessary? Why?

Change request forms are redundant in organizations that use agile project management methods, as continuous testing, improvement and iteration is the part of the process. In agile change requests take the form of other user stories and changes are more frequent.