Change Management Plan

Smithgall Woods Project

Version 1.0

Version History

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| Version no. | Implemented  By | Revision  Date | Approved By | Approval  Date | Reason |
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6. **Change Management Purpose and Constraints**

Purpose: At a certain point, stakeholders or developers may realize a previously unnoticed requirement. This Change Management Plan exists in order to provide a system for documenting proposed changes originating from stakeholders or developers, evaluating proposed changes, approving proposed changes, and following up on approved changes.

Constraints: The Smithgall Woods project has the following constraints

* Hard deadline for fall deliverables Dec 8, 2017
* 4 Student workers

In addition to the above constraints, the change management plans scope encompasses the following items

* Primary Deliverables
  + The Friends of Smithgall Web Site
  + The Documentation Accompanying the Web Site
* Secondary Deliverables
  + The Work Breakdown Structure
  + The Projects Reporting Requirements

1. **Change Management Process**

|  |  |
| --- | --- |
| Step | Description |
| Generate Change Request | A submitter completes the change request form, located at the end of this document, and submits it to the Change Manager. |
| Log Change Request | The Change Manager saves the change request to a Github Folder and enters the details of the change request into the Change Request Log |
| Evaluate Change Request | The Change Control Board is notified by the Change Manager of the change request via an Adobe Sign email with the request attached. The board reviews the request and responds. In the event that a member of the board feels a particular request merits a discussion, a web conference call will be arranged to discuss the change request. |
| Update Change Request Log | The Change Manager will update the Change Request Log to reflect the decision of the board. In the event that the change request is not approved, this is the last step in the process. If the request is approved, the next step of this process is undergone. |
| Implementation | The Change Manager will notify the development team of the approved change and the member(s) responsible for any documentation related to the change will update the relevant documentation and inform the rest of the development team. The project will then proceed to be developed according to the specifications of the updated documents. |

1. **Roles and Responsibilities**

Change Manager: The team member responsible for overseeing the change management process, documenting change requests, sending change requests to members of the Change Control Board, and forwarding all applicable information from approved change requests to any applicable parties.

Change Control Board: The change control board is made up of a development team member, Dr. Huber, and representative for the client. They will receive any change requests, discuss via email, and sign off on any changes they approve. In order to approve a change, the board must unanimously agree.

1. **Change Request Log**

Below is a copy of the Change Request Log with a brief explanation proceeding it. Each row in the Change Request Log should represent a separate change request. The columns each represent a piece of required information:

Date: The date the change request was created.

CR#: A change request number assigned by the Change Manager

Title: A brief description of the change.

Description: A more complete description of the desired change along with impacts & benefits that would occur if the change were approved.

Submitter: The name of the person who submitted the change request.

Email: The email of the person who submitted the change request.

Priority: The recommended categorization of the urgency (either High, Medium, or Low)

**Change Request Log**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **CR#** | **Title** | **Description** | **Submitter** | **Email** | **Priority** |
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1. **Change Request Form**

|  |  |
| --- | --- |
| Change Request | |
| Date: |  |
| Name of Submitter: |  |
| Email: |  |
| Change Requested: |  |
| Reason for Change: |  |
| Risks & Costs to be Considered |  |
| Priority (Low, Medium, or High): |  |

Change Board Approval (For Change Board Use)

|  |  |  |
| --- | --- | --- |
| Name | E-Signature | Date |
|  |  |  |
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