Change Request Assessment
by Integrated Change Control Board (ICCB)

Change Request Title:
Add Short Attendance Notifications & Alerts to Attendance System

Date of Meeting:
July 30, 2025

Facilitator):
Ms. Mustabshirah Ahmed

Summary of Discussion:

Business Need and Benefits:
The Chairman requested that the classroom attendance system also notify students of short attendance and send alerts. This enhancement aligns with the strategic need to increase student accountability and reduce disputes related to attendance.

Technical Feasibility(Project Manager):
The Lead Developer (**Fahad Pervez**) confirmed that integrating a notification and alert system is technically feasible using the current tech stack. However, it would require additional backend logic and slight integration with the university's email/SMS API.

Cost Impact:
The Finance Manager (**M. Usaid**) assessed that the additional feature will incur moderate costs for SMS integration and development hours. Contingency funds may cover the expansion.

Quality/Testing Impact:

The QA Lead (**M. Muzzammil Siddique**) noted that testing the alert system across multiple scenarios (threshold breaches, weekends, error cases) would require expanded test coverage. Estimated testing effort is 2 weeks.

User Experience Impact:

The End-User Representative reported strong student interest in timely attendance alerts. Students value real-time status updates and consider it a "must-have" for improving their engagement and attendance habits.

Change Documentation and Record Keeping:

The Change Control Officer (**Motayyab Basit**) emphasized the importance of maintaining accurate documentation for audit and academic policy alignment. He committed to updating the change log and ensuring proper communication across departments.

Academic Integration Oversight:

The Academic Affairs Coordinator (**Serena Salman**) stressed that the alerts should be configurable based on department-level attendance policies and highlighted the need for alignment with existing LMS gradebook modules. She also proposed periodic reviews of system effectiveness post-deployment.

Risks Identified:

Alert fatigue if not properly timed

Potential system delays if student records exceed processing capacity

Dependency on third-party messaging service

Configuration inconsistencies across departments

Final Decision:

☑ **Approve** ☐ Reject ☐ Defer

Justification/Comments:

The proposed feature supports educational effectiveness, aligns with academic goals, and has a clear demand from both administration and students. Additional managerial input has confirmed operational and academic alignment. The change is technically and financially manageable within the current project scope.

Next Steps/Action Items:

• Developer to initiate integration of attendance threshold tracking logic.
• QA to draft new test cases and schedule regression testing.
• Finance to reallocate contingency funds for this enhancement.
• Project Manager to update scope and schedule timeline by one additional sprint.
• Change Control Officer (**Serena Salman**) to document update and notify stakeholders via LMS portal.
• Academic Affairs Coordinator (**Mitayyab Basit**) to coordinate LMS policy alignment and notify departmental heads.

Let me know if you'd like this in a Word or PDF format for printing or sharing.