**Purpose of Change Management**

The purpose of change management is to protect all stakeholders by avoiding unplanned changes, uncoordinated changes, and disagreements after changes are made. Although we maintained good communication with the project sponsor, it is still important to have change management procedures to reduce risks. In the long term, the benefit of having detailed procedures would overweigh the timely cost of generating these procedures.

**Process of Change Management**

The process was implemented after the project baseline was established on February 26th. During the beginning of planning phase, we had several possible solutions in mind, and we narrowed down as the research went on. The actual change management documented was when we were early on the execution phase using one solution (SnipeIt) and decided to change to another solution (AssetTiger), which was permitted by the project sponsor. Additionally, she brought out the request to have a user instruction or documentation so that she could train staff to use this application. This request was also included in the Change Management.